

MUSIC ROOM & DANCE STUDIO REQUEST FORM

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 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. 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 seven (7) days prior to the proposed rental date. Incomplete forms and/or forms received less than seven (7) days prior to the requested rental date may not be considered, at the City's discretion. Requests will be considered on a first come first served basis.

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 for venue 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 and proof of insurance, as applicable, to rentaladmin@brampton.ca
6. Approval or decline of request will be provided as soon as possible
7. Signed Rental Agreement with [Rental Agreement Terms & Conditions](#) and full payment are required no later than two (2) days prior to the start of any room rental

GENERAL

Staff support and advance room set-up is not available onsite at the Music Room or Dance Studio. Rooms are provided as-is; renters can set-up the furniture available as they wish. Access to rooms is given by Security onsite at the Civic Centre 905.874.2111.

MUSIC ROOM & DANCE STUDIO REQUEST FORM

MUSIC ROOM

Description: Tiered, flexible seating
 Maximum capacity: 99
 Dimensions: 1,700 square feet
 Furniture: 6 tables, 110 chairs

DANCE STUDIO

Description: Ballet barres, hardwood floors, mirrored walls
 Maximum capacity: 70
 Dimensions: 900 square feet
 Furniture: 8 tables, 65 chairs

RATES

	DANCE STUDIO	MUSIC ROOM
Resident	\$20/hr	\$25/hr
Non-Resident	\$25/hr	\$31.25/hr
Affiliate/Community Group	\$13/hr	\$16.25/hr

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: _____

MUSIC ROOM & DANCE STUDIO REQUEST FORM

ORGANIZATION

The organization type will determine applicable User Fees.

- Resident:** individual(s) or organization(s) who pay property taxes in the City of Brampton, or who's landlord pays property taxes in the City of Brampton; proof of residency required
- Non-Resident:** individual(s) or organization(s) who do not pay property taxes in the City of Brampton, or who's landlord does not pay property taxes in the City of Brampton
- Affiliate/Community:** organizations that are considered Affiliates by the Recreation Division, organizations that were members of the Brampton Arts Council in its final operating year, and internal City of Brampton departments

VENUE

Select all that apply:

- Dance Studio
- Music Room

EVENT

Estimated Attendance: _____

USAGE

- Rehearsal/workshop
- Meeting
- Class/course
- Filming
- Performance (music room only; no staff support)
- Other, describe: _____

Describe the proposed activity in as much detail as possible.

MUSIC ROOM & DANCE STUDIO REQUEST FORM

DATE & TIME

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

Start time: _____

End time: _____

Start and end times include and load-in/out and set-up/take-down; no access to rooms will be available before start time or after end time.

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 with this Request Form, otherwise the cost of insurance from the City's provider of \$2/hr +PST 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

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: _____