

**EVENT:** \_\_\_\_\_  
**VENDOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

15% Commission owed to the City of Brampton on sales by all vendors will be charged to the rental client on the reconciliation; no commission will exchange hands the night of the performance.  
Total commission from a single vendor of \$10 or less will not be collected by the City of Brampton.  
All merchandise is taxable; sellers are responsible for collecting and remitting all taxes on merchandise sold; ALL TAX COLLECTED ON SALES MUST BE REMITTED BY SELLER TO CANADA REVENUE AGENCY.  
All vendors selling items in Performing Arts venues are required to complete this form.

ITEM NAME							
PRICE	<b>Price per Item (excl. HST)</b> <small>FORMULA: Price incl. HST ÷ 1.13</small>						
	<b>13% HST</b> <small>FORMULA: Price incl. HST - price excl. HST</small>						
	<b>Price per Item (incl. HST)</b>						
INVENTORY	<b>Opening Inventory</b>						
	<b>Closing Inventory</b>						
	<b>Total Inventory Sold</b> <small>FORMULA: Opening inventory - closing inventory</small>						

INITIAL TO VERIFY	
STAFF	ARTIST

SALES PER ITEM (incl. HST)							
<small>Price incl. HST x inventory sold</small>							

TOTAL SALES

	SIGNATURE	DATE
Vendor		
FOH Post-Sale Check (Preparer)		
Venue Clerk (Verifier)		

CITY 15%
<small>Total Sales ÷ 1.13 x 0.1</small>
RENTAL CLIENT 85%
<small>Incl. HST</small>

All vendors must complete the 'Vendor Info' section below.  
This information will be provided to the rental client so that they may collect any commission they paid to the City on behalf of that vendor.

**VENDOR INFO**

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

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ City, Prov: \_\_\_\_\_