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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.

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The City of Brampton Performing Arts is implementing touchless virtual payment to minimize in person contact in order to provide a safe environment for the public and for staff. While health safety measures are in place due to COVID-19, minimal in person interaction will ensure health authorities' ability to complete accurate contact tracing. In order to establish the accountability and transparency required to make every interaction safe and accessible, the following process applies to payments for venue rentals.

### **TIMELINE**

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1. 50% deposit (20% non-refundable) is required within fourteen (14) calendar days of receipt of Rental Agreement.
2. Balance payment will be required a minimum of thirty (30) calendar days prior to event.
3. Reconciliation of amount owing or owed will generally be sent within fourteen (14) calendar days following event.
4. If applicable, final amount owing is required a minimum of thirty (30) calendar days after reconciliation is issued.

### **METHODS**

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The following payment methods are available for rentals of Performing Arts venues:

- Credit Card (Visa, MC, Amex): by phone at 905.874.2844 x62801, Monday-Friday 9:00am-4:00pm
- Cheque: mail to The Rose, 1 Theatre Lane, Brampton, ON, L6V 0A3 (must be received by payment deadline)

Please advise staff if paying by cheque.

The City of Brampton is working to make Electronic Fund Transfers (EFT) available for venue rental payments. As soon as this option becomes available, these guidelines will be updated.

If alternative arrangements are required for payments, please email [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) in advance of payment deadlines.