

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, 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 or 905.874.2844.

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 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
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

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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: rates are incrementally lower than both Commercial and Dance rates, and apply to government agencies, schools, churches and registered not-for-profit and charitable organizations.

Commercial: rates apply to organizations, promoters, groups or individuals that do not fall into other categories. Commercial usage may also be defined as citizens renting a venue for personal use.

Community: rates are available at LBP, Cyril Clark and Garden Square only. Rates are incrementally lower than all other rates, and are for exclusive use by Brampton-based artists and arts organizations. The address of the organization or individual named on the rental agreement must be in Brampton. Proof of address will be required

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GARDEN SQUARE

Select one:

- Festival or Large Event
 - No stage – ground event
 - Stageline 75 - (Size: 16'x20') - requires 1 day set-up, 1/2 day take down
 - Stageline 250 - (Size: 24'x32') - requires 2-day set-up, 1 day take down

- Pop-Up Event, non-exclusive use of Garden Square (no technical support, maximum three (3) 10'x10' Tents)
 - Ground: Includes the use of the space
 - Movie: Includes of the screen (at additional cost)

EVENT

Event Title: _____

Estimated Attendance: _____

Has this event been hosted before?

- Yes; where? _____
- No

Describe the proposed event in as much detail as possible.

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DATE(S)

List requested event date, and any acceptable alternate dates or date description (i.e. a Sunday in July or August) in order of preference.

SCHEDULE

This information will determine the costs and resources required to execute the event. All stage and ground activities will cease no later than 11:00pm.

ACTIVITY TYPE	DAY 1 TIMES	DAY 2 TIMES	DAY 3 TIMES
Vendor Load-In/Set-Up			
Artist Load-in			
Sound Check			
Event Start			
Performance Start (if different than event start)			
Event End			
*Contract end will be determined based on load-out requirements and determined by the City			

VENDORS

Food vendors must comply with the Region of Peel [Food Safety Guidelines for Special Events](#). Food vendors/trucks require two (2) spaces

The number of vendors, food vendor/truck, sponsor tables, activations, etc are limited to:

- With mobile stage – maximum number is eight (8) 10'x10' spaces
- Without mobile stage – maximum number is twenty (20) 10'x10' spaces

Number and Type of Vendors:

- No vendors
- Food vendors: _____
- Food trucks: _____
- Merchandise vendors: _____
- Sponsor activations: _____
- Programming activations: _____
- Other (provide details and number): _____

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GUEST PRESENTATION

The Guest Presentation program provides rental clients 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
 No

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 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.

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

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SECURITY

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
- HEADLINERS:** regionally acclaimed artists, social media following of 500,000+, household name outside of Canada
- SUPERSTARS:** internationally renowned artists, social media following of 1 million+, international household name
- VIPs:** politicians, celebrities, dignitaries, guests of honour

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

- Yes
- No

FOOD AND BEVERAGE

THE PATIO BAR

Available for the ground events or events with SL75 only

Based on the event details, the City will determine if the bar(s) will open for food and drink service and the hours of service.

Select preference:

- Open
- Closed

CATERING

The City of Brampton does not provide food and beverage service for event organizers staff, volunteers or artist/performers.

Will the event be catered?

- Yes; how many caterers will be onsite? _____
- No

If yes, who will be served?

- Artists
- Staff and volunteers
- Audience or participants

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TECHNICAL INFORMATION

Technical equipment is subject to availability; for details, see Rate Sheets on the [Rentals](#) page of the venue website. Equipment and staff will be estimated based on information known at time of rental agreement. Additional services may be required and will be reconciled post event.

STAGING

Provide anticipated stage programming details including types of performers, number of performances, band instrumentation, etc. *Include stage plots and artist riders, if available.*

SCREEN

Is the Garden Square screen required?

- Yes
- No

VIDEO

Will the event be broadcast live?

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

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

- Yes; what equipment? _____
- No

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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: _____