

# 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.

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

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## CONTACTS

### RENTAL AGREEMENT CONTACT

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

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.

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.
- Dance:** rates are incrementally lower than Commercial rates, and apply to dance schools that are registered businesses renting Performing Arts venues for the purposes of presenting dance recitals (including Arangetram), competitions or showcases.
- 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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## VENUE

Select all that apply:

- [The Rose Mainstage](#)
- 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](#)

## EVENT

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

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

Describe the proposed event in as much detail as possible.

## 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.

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## 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)

ACTIVITY TYPE	DAY 1 TIMES	DAY 2 TIMES	DAY 3 TIMES	DAY 4 TIMES
Load-In/Set-Up				
Artist Load-In				
Sound Check / Rehearsal				
Performance Start				
Performance End				
*Contract end will be determined based on load-out requirements and determined by the City				

Intermissions will be added based on performance run time:

- Less than ninety (90) minutes, intermission not required
- Ninety (90) minutes to 150 minutes (2.5 hours) in length, minimum twenty (20) minute intermission required
- 2.5 to 5 hours in length, minimum forty (40) minute intermission is required
- Over 5 hours, intermissions will be determined by the City based on schedule

**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

## VENDORS

Food vendors must provide prepackage food items at LBP and Cyril. Food vendors must comply with the [Region of Peel Food Safety Guidelines for Special Events](#).

The number of vendors, food vendors, sponsor tables, etc. are limited to:

- Rose – maximum 8 (6ft tables)
- LBP – maximum 3 (6ft tables)
- Cyril – maximum 1 (6ft table)

**Number and Type of Vendors:**

- No vendors
- Food vendors: \_\_\_\_\_
- 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](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.

**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

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
- 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

### FOOD AND BEVERAGE SERVICES

*Available for the Rose Main Stage, Rose Studio, and select Garden Square events 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

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.

### CATERING

*Available for the Rose Main Stage, Rose Lobby, Rose Studio, and LBP Stage and Studio.*

Catering requires the dedicated use of the Studio (at Rose and LBP). A per person fee (minimum charge \$100) and a clean-up fee apply.

**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.*

### AUDIO

**Will a piano be required?** (Piano tuning required for each piano rental, direct cost from third party provider will be added to invoice)

- The Rose Studio 6' Boston Piano
- LBP 6' Kawai Piano
- The Rose Mainstage 9' Steinway Piano
- Cyril Clark 6' Yamaha Piano
- No

### LIGHTING

Changes to the house lighting plot are made and restored at additional cost and must take place during the rental period. If changes to the house lighting plot are required, please attach proposed plot for review.

**Is a follow spot required?**

- Yes
- No

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## VIDEO

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**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

**Will projector and surface be required?**

- Yes
- No

## 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.

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Signature; type name above to sign (if not a legal entity, individual assuming personal responsibility)

Date: \_\_\_\_\_