
The City of Brampton is committed to offering an accessible, safe, and comfortable experience for all. For accessibility requests, contact rentaladmin@brampton.ca or 905.874.2844.

Performing Arts is committed to providing opportunities for local community groups and businesses to showcase and celebrate culture and creativity. The City of Brampton (City) will work with Community & Commercial Presenters to provide the expertise and meet the timelines required for a successful event. The following is the list of applicable deadlines to execute an event in a Performing Arts Venue.

12 WEEKS PRIOR TO EVENT

- Event Organizer emails rentaladmin@brampton.ca or calls 905.874.2844 to discuss date availability
- Event Organizer completes and submits an [Indoor Request Form](#) or an [Outdoor Request Form](#)
- City will approve/decline within seven (7) days

10-11 WEEKS PRIOR TO EVENT

- If approved, City emails Event Organizer a Rental Agreement with [Terms and Conditions](#)
- Event Organizer signs Rental Agreement and pays deposit, due within fourteen (14) days of receipt of Agreement
- Event Organizer emails completed [Box Office Form](#) five (5) days before desired on-sale date

6 WEEKS PRIOR TO EVENT

- City emails Event Organizer available dates for Event Planning Meeting

4 WEEKS PRIOR TO EVENT

- Event Organizer completes and submits an [Event Plan](#)
- City and Event Organizer meet for Event Planning Meeting
- City emails Event Organizer summary of meeting notes
- Event Organizer pays balance due on Rental Agreement

2 WEEKS PRIOR TO EVENT

- Event Organizer emails Certificate of Insurance
- City and Event Organizer agree to final amendments to Rental Agreement

2 WEEKS AFTER EVENT

- City emails Event Organizer reconciliation

4 WEEKS AFTER RECONCILIATION

- Event Organizer emails signed reconciliation
- Event Organizer makes final payment or City prepares cheque/direct deposit payment from ticket sales