



GARDEN SQUARE POP-UP EVENT APPLICATION

The personal information on this form is collected under authority of the Municipal Act SO 2001, c. 25. The information will be used to communicate with you regarding rental administration. Questions about the collection of personal information should be directed to the Theatre Administration at rentaladmin@brampton.ca or 905.874.2844. Please review the [City's Privacy Statement](#) for more information.

DEADLINE: 8 weeks prior to event. Late applications will not be accepted.

Instructions: applications must be completed electronically & submitted by email

- 1) Contact Garden Square garden.square@brampton.ca to discuss the availability of dates
- 2) Save form to desktop
- 3) Complete application form on computer (save periodically while you are working)
- 4) Save completed application
- 5) Complete the Garden Square Fees Worksheet for the current year
- 6) Email application form and fees worksheet to garden.square@brampton.ca

Applications for pop-up events are considered on a case by case basis, based on the availability of space and resources. Applications are approved by Performing Arts Management. Eligible applicants who have been declined may not appeal the decision, but may apply for a different event. Returning applicants are not guaranteed approval or the same dates in subsequent years. Garden Square is in high demand and there is limited availability for pop-up events. Contact Garden Square in advance of submitting an application to discuss date availability.

1. GOALS

Pop-up events play an important role in city-building, community development, and civic pride. They also play a critical role in helping to engage citizens in arts and culture. Bringing diverse residents together to celebrate their city supports a sense of place and well-being. The Garden Square Pop-Up Program aims to support small events and activations that align with the Garden Square goals:

Economic Impact	<ul style="list-style-type: none"> • Growth: encourage Bramptonians to spend in the downtown core • Tourism: create a destination that draws people from outside Brampton • Opportunity: engage and promote Brampton's creative economy • Image improvement: shift the perception of the downtown area
Vibrancy	<ul style="list-style-type: none"> • Inclusivity: promote and embrace Brampton's diverse cultural scene • Sociability: bring the community together through both passive and active place-making
Community	<ul style="list-style-type: none"> • Belonging: instill a feeling of connection within the Square • Authenticity: ensure that the Square is a true reflection of the city • Sustainability: help community-driven initiatives to succeed

2. ELIGIBILITY

2.1 Priorities

Priority will be given to applicants that are Brampton-based and that are:

- Registered charitable organizations
- Incorporated not-for-profit organizations
- Unincorporated not-for-profit organizations
- Commercial applicants may be considered if the proposed pop-up meets all other criteria, and clearly demonstrates alignment with the Garden Square goals (above), and the [City of Brampton's Term of Council Direction](#)

2.2 Eligibility Criteria

All organizers must understand and agree to the following eligibility criteria by checking each box:

- Organizers must have proven experience with events
- Organizers must demonstrate a proven track-record of fiscal responsibility with a balanced and realistic budget
- Events and organizers must not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the Ontario Human Rights Code as amended (race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability)
- Organizers must comply with the City's [Respectful Workplace Policy](#); no discrimination, harassment, or bullying will be tolerated
- Events and event organizers do not conflict with [Brampton 2040 Vision](#) and do not adversely impact the City's identity
- Event does not interfere with normal business conducted by staff or with other activities in the Queen and Main intersection area
- Events and event organizers are in compliance with all provincial laws, federal laws, City by-laws, policies and guidelines
- Events will be open to the public and free of charge



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2.3 Ineligibility Criteria

Applications will not be considered from:

- Individual persons
- Political groups and organizations, election campaigns
- Religious organizations (applications will only be considered if religious organizations can demonstrate clear boundaries between religious content and public programming in the submitted proposal, and all other eligibility criteria is met)
- Organizations that are indebted to the City or that are not in good standing (involved in litigation with the City or affiliated agencies)
- City employees or individual members of Council

3. GENERAL INFORMATION

3.1 Contract & Fees

Approved events will meet with the Garden Square team to determine specific requirements. Approved events will receive a Facility Rental Contract with draft fees based on the specific requirements requested, and outlining the rental Terms and Conditions. Garden Square fees are determined by the User Fee By-law 380-2003. These must be signed by an individual within the group with authority to enter into a binding agreement with the City. The City of Brampton may withdraw approval for an event at any time if the Terms and Conditions in the Facility Rental Contract are not met. Final reconciliation of fees will happen following the event based on event actuals.

3.2 Payment Schedule

Garden Square fees are determined by the User Fee By-law 380-2003. All services available to approved pop-ups are listed in the Pop-Up Fees Worksheet. No other services are available. The City will determine how charges are applied.

- 50% of estimated fees are due at signing of contract
- Balance of estimated fees are due fourteen (14) days prior to event
- Final reconciliation payment due thirty (30) days after final reconciliation is received

3.3 Requirements

- **Insurance:** Event organizers are required to secure third party liability insurance. In some cases, the risks related to the event may require additional coverage to be determined by the City of Brampton.
- **Security:** Security and paid duty police requirements will be determined by the City of Brampton. Third party security will be arranged by the City at the event organizer's expense. Arrangements for paid duty police coverage by [Peel Regional Police](#) must be made by the event organizer in accordance with the City's requirements.
- **First Aid:** First aid requirements will be determined by the City of Brampton. A first aid station operated by professional first aid service providers may be required. [St. John Ambulance](#) first aid coverage for events is available on a first come first served basis; requests must be submitted eight (8) weeks prior to the event. [Peel Regional Paramedics](#) paid duty coverage for events is also available. If first aid is required and has not been confirmed, the City reserves the right to hire first aid at the organizer's expense.

3.4 Accessibility

The event organizer must provide an accessible environment for all visitors to the event, including designated entertainment viewing areas, and pathways to accommodate people with disabilities in accordance with the [Accessibility for Ontarians with Disabilities Act](#). For additional information, please refer to the [Guide to Accessible Festivals & Outdoor Events](#), [Planning Accessible Events So Everyone Feels Welcome](#).

3.5 Damages

Any damage to City property, furnishings or equipment during an event, including but not limited to additional cleaning required, are the responsibility of the event organizer. The event organizer accepts financial responsibility for any damages to property, furnishings or equipment during an event, and will be charged for any such damages on their reconciled invoice. Should events held at Garden Square cause damage to neighbouring properties, event organizers may be held responsible by property owners.

3.6 Weather

Outdoor events are by their nature subject to inclement weather. In the case of rain, a performance can continue provided that it is deemed safe by City staff onsite. In the case of thunder and/or lightning, the technical staff are required to shut down the stage to reduce the risk of being hit by lightning in accordance with the [Outdoor Venues Safety Guideline for the Live Performance Industry in Ontario](#). Only once thirty (30) minutes have passed without thunder or lightning will the Technical Supervisor advise the crew to re-open the stage. If the event organizer cancels the event or reduces the hours of the event for any reason, including inclement weather, the event organizer remains responsible for 100% of costs incurred.



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5. CONTACT INFORMATION

5.1 Applicant Organization

Name: _____

Website: _____

Phone: _____

Address: _____

City: _____

Province: _____

Postal Code: _____

5.2 Organization Type

Charitable organization; enter Charitable Registration Number: _____

Incorporated not-for-profit; enter incorporation number: _____

Unincorporated not-for-profit

Commercial organization

5.3 Lead Event Organizer

The person most responsible for decision making about the event, who has signing authority for the organization, and is the primary contact.

• Name: _____

• Position in Organization: _____

• Phone: _____

• Email: _____

6. EVENT INFORMATION

City staff reserve the right to determine whether the scope of a proposed pop-up exceeds the capacity of the Garden Square Pop-Up Program. Such events must apply to the Garden Square Festival Program at the next available deadline. Pop-ups:

- Can use up to three (3) 10'x10' tents
- Do not have the exclusive use of Garden Square; other activities and events may take place simultaneously
- May include modest performances on the fountain stage (applicable to Fountain pop-up type only)

6.1 Pop-Up Type

There are three (3) types of pop-ups available. **Applicants may only select one (1) pop-up type per event.** Full details of what is included in the package for each type of pop-up are listed in the *Garden Square Pop-Up Fees Worksheet* for the current year. Select one (1) option:

Ground: The *Pop-Up – Ground* includes the use of the Garden Square space. Facility equipment and use of screen for still images are also available.

Movie: The *Pop-Up – Movie* includes the use of the screen and all required support staff. Facility and technical equipment are also available.

Fountain: The *Pop-Up – Fountain* includes the use of the fountain stage, outdoor sound system, and all required support staff for a modest performance. Facility and technical equipment as well as use of screen are also available. This is the only stage option available for pop-ups.



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6.2 Event Name

- Name of Pop-up Event: _____

6.3 Event Date

- Option A: _____
- Option B: _____
- Option C: _____

6.4 Event Times

Hours for use of the fountain stage are:

Monday-Friday 5:00pm-11:00pm

Saturday 12:00pm-11:00pm

Sunday 12:00pm-7:00pm

All schedules are subject to approval by City staff, and a minimum of a half (1/2) hour is required for both load-in and load-out.

- Event start time: _____
- Event end time: _____
- Load-in start time: _____
- Load-in end time: _____
- Load-out start time: _____
- Load-out end time: _____

6.5 Attendance

This will be used to determine security and amenity requirements.

- Estimated number of attendees: _____

6.6 Description

- Describe the vision for and purpose of the proposed event in as much detail as required. Outline how the proposed event aligns with the Garden Square goals listed in section 1 above.



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7. EVENT HISTORY

Previous experience organizing events is required. Priority is given to those able to demonstrate a proven track record of event planning and financial management. Applicants without verifiable experience will not be accepted. Event history for all applicants will be evaluated based on payment history, ability to meet deadlines, and compliance with all guidelines and policies.

For events that *were* held at Garden Square in the year prior to the date of this application, scoring will be based on the previous year's post-event evaluation of the above criteria, and *references are not required*.

For events that *were not* held at Garden Square in the year prior to the date of this application, applicants must provide a reference able to comment on all the criteria listed above. Ideal references will be managers of venues where the applicant has held events in the past.

References must not be affiliated with the individual or organization applying to hold an event.

7.1 Was this event held at Garden Square in the year prior to the date of this application?

- yes *If yes, skip to section 8*
- no

7.2 Reference

- Event name: _____
- Event date(s): _____
- Venue: _____
- Reference name for venue: _____
- Reference phone for venue: _____
- Reference email for venue: _____
- Attendance: _____
- Event Description:

- Role of Applicant:



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8. AGREEMENT

I, _____ (type signing authority name), have read, understood, and agree to abide by the Terms and Conditions, Requirements, Restrictions, and Criteria listed in this application. I am authorized to enter into a legally binding agreement on behalf of (organization name) _____

I understand that:

- The City of Brampton may withdraw approval for an event at any time if any eligibility criteria or requirements are not met
- All activities must be approved by the City of Brampton
- Unapproved activities, failure to follow these guidelines, or failure to comply with any applicable laws, by-laws or policies will result in permission for the use of Garden Square being withdrawn, and may jeopardize future applications to host events
- Application forms must include all requested information and documentation
- Incomplete applications will not be considered

I understand that if this application is approved, as the event organizer I will be required to:

- Adhere to the Terms and Conditions in the Facility Rental Contract
- Adhere to all laws, by-laws, policies and guidelines applicable to Garden Square
- Submit all required event documentation by the applicable deadlines
- Provide proof of general liability insurance a minimum of fourteen (14) days prior to the event signed and stamped on the [City of Brampton template \(Facility Rental External Certificate of Insurance Coverage\)](#) indicating a minimum coverage of \$2,000,000 with the City of Brampton added as an additional insured for the dates of the event; including set up and tear down days
- Provide proof of additional insurance if required
- If requested, provide proof of paid duty police coverage by [Peel Regional Police](#) and/or first aid coverage in accordance with the City's requirements a minimum of fourteen (14) days prior to the event
- If requested, provide the City of Brampton with a damage deposit thirty days prior to the event
- Recognize the City of Brampton by including the City logo on all print and online materials (logo files will be provided)
- Adhere to the Garden Square payment schedule

I understand that it is the event organizer's responsibility to meet all requirements of the City of Brampton and other regulatory agencies. I further acknowledge that all information contained on this request is, to the best of my ability, true, complete and accurate.

Signature: _____

Type your name above to sign. Please do not print and sign by hand.

Date: _____