

# 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 barrier-free experience for all. Please let us know if you have questions about accessibility or if you would like to request accommodations. 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 or accessibility, contact [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) or 905.874.2844.

There is currently an inherent risk of exposure to COVID-19 in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death, especially to senior citizens and individuals with underlying medical conditions. Event organizers must comply with all posted City of Brampton ("City") instructions and understand and assume all risks related to exposure to COVID-19.

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. 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 availability; venue availability does not imply approval of rental request
2. Review User Fees (see Rate Sheets in [rental section](#) of venue website)
3. Save form to desktop before filling it out
4. Complete form on computer (save periodically while working); all fields are mandatory unless otherwise indicated
5. Save completed application to desktop
6. Email the completed form to [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca)
7. Preliminary approval or decline of request will be provided within four (4) weeks of submission, unless otherwise stated
8. If preliminary approval is granted, complete and submit Event Proposal Form within seven (7) days of preliminary approval in order to proceed with final approval or decline
9. Final approval or decline of request will be provided within four (4) weeks of submission with Rental Agreement and Rental Terms & Conditions, unless otherwise stated
10. Signed Rental Agreement and 50% deposit (20% non-refundable) is required within fourteen (14) days of receipt; failure to respond by this deadline will result in event cancellation
11. Balance payment will be required a minimum of thirty (30) days prior to event
12. 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:** government agencies, schools, churches, and registered not-for-profit and charitable organizations who have confirmation of a valid not-for-profit registration or charitable number

**Dance:** dance schools that are registered businesses renting a Performing Arts Venue for the purposes of presenting recitals, competitions or showcases.

**Commercial:** organizations, promoters, groups, or individuals that do not fall into other mentioned categories, and citizens renting a venue for personal use

**Community:** only organizations that were members of the Brampton Arts Council in its final operating year, and internal City of Brampton departments are considered to be 'Community'

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## VENUE

**Select all that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> <a href="#">The Rose Main Stage</a>                   | <input type="checkbox"/> <a href="#">Lester B. Pearson (LBP) Studio</a>          |
| <input type="checkbox"/> The Rose Studio                                       | <input type="checkbox"/> <a href="#">Cyril Clark Theatre</a>                     |
| <input type="checkbox"/> The Rose Lobby only (included with Main Stage rental) | <input type="checkbox"/> <a href="#">Garden Square</a> – Festival or Large Event |
| <input type="checkbox"/> The Rose Sponsor Lounge                               | <input type="checkbox"/> <a href="#">Garden Square</a> – Pop-Up Event            |
| <input type="checkbox"/> <a href="#">Lester B. Pearson (LBP) Theatre</a>       |  |

## EVENT

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

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

### DATE & TIME

List requested event date, and any acceptable alternate dates in order of preference.

--

Event start time(s)*:	
Event end time(s)*:	

Load-in/set-up start time*:	
Load-in/set-up end time*:	
Load-out/clean-up start time*:	
Load-out/clean-up end time*:	

List any additional days and times (non-event days) required for set up or clean up. Additional charges will apply.

Set-up date(s)*:	
Load-out/clean up date(s)*:	

\* Attach a full list if needed

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1. Describe the proposed event in as much detail as possible.

2. **Garden Square only:**

- **Festival:** outline below how the proposed event aligns with the City of Brampton [Culture Master Plan](#). A Festival is any large event or activity that exceeds the scope of the [Pop-Up program](#).
- **Pop-Up Event:**
  - Check this box to confirm the attachment of the [Pop-Up Fees Worksheet](#)

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## GUEST PRESENTATION

The Guest Presentation program provides rental clients at **The Rose** 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 (available at The Rose only)
- No (if no, skip to *References* section)

Provide a description of how the event meets the [Guest Presentation](#) criteria.

- Guest Presentation applicants must check this box to confirm the attachment of a marketing plan that describes how the event will be promoted, and includes the budget that will be available to promote the event

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## REFERENCES

For organizations/companies that have never rented a City of Brampton Performing Arts venue, provide two (2) references including phone and email. References must be an employee of a venue that the applicant has rented in the past, and who is able to comment on the applicant's payment history, ability to meet deadlines, and compliance with rules and regulations.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Venue: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Venue: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## 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: \_\_\_\_\_