

# EVENT PROPOSAL (STEP 2)

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.

For events with preliminary approval, the information entered on this form will be used to determine feasibility and resources required for full approval. Event Proposals, as well as any changes to the event date, time, and location are subject to approval by the City of Brampton ("City"). Failure to disclose required information may result in cancellation by the City. Any advertisement of an event prior to the City receiving a signed Rental Agreement and deposit is a violation of the terms and conditions of this request, and may result in cancellation by the City.

The Event Proposal must be submitted within seven (7) days of preliminary approval of the Request Form. This is essential in order for staff to complete the required planning for any event. Incomplete forms and/or forms submitted more than seven (7) days after preliminary approval may result in event cancellation.

Requestors must be in good financial standing with the City of Brampton in order for rental requests to be considered.

All 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 website.

## INSTRUCTIONS

This form must be completed and submitted *digitally* by all applicants.

1. Save form to desktop before filling it out
2. Complete form on computer (save periodically while working); all fields are mandatory unless otherwise indicated
3. Save completed application to desktop
4. Email completed form to [rentaladmin@brampton.ca](mailto:rentaladmin@brampton.ca) within seven (7) days of preliminary approval by City
5. Final approval or decline of request will be provided within four (4) weeks of submission, unless otherwise stated, with Rental Agreement and Rental Terms & Conditions
6. Acknowledgement of approval and deposit are required within fourteen (14) days of acceptance; failure to respond by this deadline may result in event cancellation:
  - Deposit is based on total estimated fees
  - Agreement Holders who have rented a Performing Arts venue less than three (3) times are required to make a fifty percent (50%) deposit of estimated fees; 20% of total estimated fees are non-refundable
  - Agreement Holders who have rented a Performing Arts venue three (3) or more times are required to make a twenty percent (20%) non-refundable deposit of estimated fees
7. Balance payment will be required a minimum of thirty (30) days prior to event

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## OVERVIEW

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

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

Organization Name: \_\_\_\_\_

Information provided here will determine the costs that will be captured in the Rental Agreement. The costs to provide the services requested here will be determined at the sole discretion of the City of Brampton, based on the User Fee By-law 380-2003 for the applicable year, available in the [By-laws section](#) of the City website.

## SCHEDULE

This information will determine the costs and resources required to execute the event. Attach a full schedule if needed.

ACTIVITY TYPE	CHECK IF APPLICABLE	START TIME	END TIME	ESTIMATED ATTENDANCE	LOCATION
Additional set-up day Date:					
Load-In/Set-Up					
Sound Check					
Rehearsal				<input type="checkbox"/> Less than ten (10) people <input type="checkbox"/> Ten (10) people or more	
Lobby Doors Open			Lobby doors will open one (1) hour before stage show start, but can be earlier upon request and at additional cost.		
Pre-Event Reception					
Pre-Event Meet & Greet					
Act One (stage show)					
First Intermission/Break					
Act Two					
Second Intermission/Break					
Act Three					
Post Event Reception					
Post Event Meet & Greet					
Strike/Take-Down/Load-Out					

**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

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### Will there be vendors at the event?

- Yes; approximately how many? \_\_\_\_\_
- No

## INSURANCE

General liability insurance is required for all activities and events at City of Brampton venues.

### 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

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](#) or the [Garden Square Insurance Fact Sheet](#) for details.

## FOOD AND BEVERAGE

### THE ROSE BAR

Based on the event details, the City will determine if the bar(s) will open for food and drink service. If the City determines that the theatre bar(s) will be open, clients can request that they be closed at an additional cost (Bar Closure Fee). If the City determines that the theatre bar(s) will be closed, clients can request that they be open at an additional cost (Food & Beverage Server Fee). If applicable, additional charges will be added to the Rental Agreement.

### Select preference:

- Open, even if there is an additional charge
- Open, but only if there is no additional charge
- Closed, even if there is an additional charge
- Closed, but only if there is no additional charge

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.

### Are additional food and beverage services from the City required?

- Yes; what services? \_\_\_\_\_
- No

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## CATERING [\[LINK: FAB Fact Sheet\]](#)

Will the event be catered?

- Yes  
 No

How many caterers will be onsite? \_\_\_\_\_

## TECHNICAL INFORMATION

Technical equipment is subject to availability; for details, see Rate Sheets on the [Rentals](#) page of the venue website.

### STAGING

Sets constructed on the stage must be made and restored during the rental period identified on the Rental Agreement.

Will stage elements be used (backdrops, walls, flown scenery/fly system, pipe and drape)? *Rose Main Stage only*

- Yes  
 No

If yes, provide details (description, materials, size)

Will the stage elements require set-up time in addition to the times entered in the Schedule section?

- Yes  
 No

If the fly system is required, will the pieces be moving during the show? *The Rose Main Stage only*

- Yes  
 No

Are risers required?

- Yes 4'x6'; how many? \_\_\_\_\_  
 Yes 4'x8'; how many? \_\_\_\_\_  
 No

Will an outdoor stage be required? *Garden Square only*

- Yes; StageLine 75, for what activities? \_\_\_\_\_  
 Yes; StageLine 250, for what activities? \_\_\_\_\_  
 Yes; Fountain Stage, for what activities? \_\_\_\_\_  
 Yes; Riser Stage; for what activities? \_\_\_\_\_  
 No

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**Will the acoustical shell be required?** *The Rose Main Stage only*

- Yes  
 No

**Will the dance floor be required?** *The Rose Main Stage only*

- Yes  
 No

### AUDIO

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**Will wireless microphones be required?**

- Yes; how many? \_\_\_\_\_  
 No

**Will audio monitors be required?**

- Yes; how many? \_\_\_\_\_  
 No

**Will speakers be required *in addition to the house system*?**

- Yes; how many? \_\_\_\_\_  
 No

**Will a piano be required?**

- The Rose Studio 6' Boston Piano (tuning required)  
 The Rose Upper Lobby 6' Kawai Piano (tuning required)  
 The Rose Main Stage 9' Steinway Piano (tuning required)  
 Cyril Clark 6' Yamaha Piano (tuning optional)

### LIGHTING

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Changes to the house lighting plot are made and restored at additional cost, and must take place during the rental period.

**Will any changes to the house lighting plot be required?** *Indoor venues only*

- Yes; lighting plot required no later than the Event Planning Meeting  
 No

**Is special lighting required?** *The Rose and Garden Square only*

- LED package  
 Moving head package – in the air  
 Moving head package – on the floor  
 The Rose Main Space Follow spot  
 No

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**Is special effect lighting required?** *The Rose Mainstage, LBP, and Garden Square only*

- Haze; how many hazers (1-4)? \_\_\_\_\_
- Fog
- Strobe light
- Black light
- No

### 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(s) be required?**

- Yes
- No

**Will a projection surface be required?**

- Roll down screen (no additional charge)
- Scrim
- Cyclorama
- Medium portable video screen
- Large portable video screen
- Garden Square screen
- No

**If pre-recorded video or images will be used, what will the content be?**

- Pre/post-show and intermission slides
- PowerPoint presentation
- Movie/film
- Multiple video cues throughout the show
- Other: \_\_\_\_\_
- Not applicable

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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

List all recognizable personalities (anticipated and confirmed):

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**HEADLINERS:** regionally acclaimed artists, social media following of 500,000+, household name outside of Canada

List all headliners (anticipated and confirmed):

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**SUPERSTARS:** internationally renowned artists, social media following of 1 million+, international household name

List all superstars (anticipated and confirmed):

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**VIPs:** politicians, celebrities, dignitaries, guests of honour

List all VIPs (anticipated and confirmed):

--

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

Yes

No

## EVENT PROPOSAL (STEP 2)

### 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

### 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 decline of request or cancellation by the City of Brampton. I also 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: \_\_\_\_\_