

A. APPLICANT INFORMATION

Organization/ Group (if applicable) :		Website (if applicable) :		Primary Contact (last name, first name) :	
Position :	Address :		City :	Province :	Postal Code :
Main Phone # :	Alt. Phone # :	Email :		Not-for-Profit/Charitable Registration Number :	
Organization Type :		Youth	Adult	Recreational	Professional
Alternate Contact (last name, first name) :		Position :	Main Phone # :	Alt. Phone # :	Email :

B. RENTAL INFORMATION

Rental Name			Expected Attendance		
Preferred Location		Specific Area	Alternate Location		Specific Area
Does your rental include alcohol?		Yes	No	One-Time Rental	Ongoing Rental
Does your rental include an amusement device or inflatable?		Yes	No		
Rental Type	Meeting	Photography	Designated Picnic Area	Pool	Garba
	Social	Wedding	Vendor Sale/ Trade Show	Religious	Other
Facility Type	Room	Fieldhouse	Arena Floor	Park	Special Event Floor
Dates Required (mm/dd/yy)		Frequency	Preferred Day(s) of Week	Times Required (HH:MM)	Exclusion Dates
Start Date	End Date	Daily / Weekly / Monthly	Sunday - Saturday	Start Time	End Time

Special Event Request

Event Name	Preferred Location(s)	Times Required (HH:MM)		Dates Required (mm/dd/yy)		# of Participants	Expected Attendance
		Start Time	End Time	Start Date	End Date		

Special Event Requirements

Required Rental Amenities*	Kitchen	Serving Alcohol	# of Vendors (if applicable)		# of Picnic Tables *(outdoor only) :	
	Staging	Selling Alcohol	Music (applicable SOCAN fee applies)		# of Portable Toilets *(outdoor only) :	
	Do the vendors have external insurance		Selling Tickets		Is this a community event (public facing)?	
	Yes No		Yes No		Yes No	
Other :		Licensed Equipment Vendor Name :				

C. LIABILITY INSURANCE

I understand that, in order for my rental to be considered, the **Rental Agreement Holder** is required to hold a third party liability certificate of insurance naming the "City of Brampton" as an additional insured with a minimum of \$5,000,000 coverage. Facility user liability insurance coverage will be required to be in place, by way of either:

Purchasing the applicable liability insurance through the City of Brampton during the booking process; **or**

Obtaining sufficient liability insurance coverage that is equivalent to the City's liability insurance requirements.

C. PAYMENTS/ CANCELLATIONS

I understand that, this is a request form only; availability is subject to change based on rental requests currently being processed. I have no rights or claims to the requested space until such time as I receive a tentative Rental Agreement for my acknowledgment and verification of the rental details. Incomplete forms and/or requests received less than four (4) weeks' in advance may not be considered.

I understand that, in order to guarantee a booking the City must receive payment one (1) month prior to your first booking, otherwise your Rental Agreement is subject to cancellation. A 20% non-refundable deposit is required at the time of booking, If your booking is within thirty (3) days, payment must be received in full. Please visit www.brampton.ca or contact 905-874-BOOK for payment options. Please accept this form as my application for the facilities indicated above. I hereby state the facilities have been requested exclusively for the group I represent.

As the Permit Holder, I understand that I must notify the Rental Unit in writing two (2) weeks in advance of any cancellation.

Authorized Signature of Individual or Organization/Group

Date (mm/dd/yy)

For Office Use Only - Additional Comments

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 you for rental administration purposes. Questions about the collection of personal information should be directed to the Recreation Supervisor, Sport & Community Partnerships, 2 Wellington St W, Brampton, ON, L6Y 4R2, 905-874-2352. Please review the City's Privacy Statement for more information.

PLEASE SUBMIT THE FORM BY MAIL AT CITY OF BRAMPTON - RECREATION DIVISION C/O RENTAL AGREEMENTS, 175 SANDALWOOD PKY W, BRAMPTON, ON, L7A 1E8 OR EMAIL AT FACILITYRENTALS@BRAMPTON.CA

Submit