



Municipal Freedom of Information Act: Personal information contained on this form is collected under the authority of section 11 of the Municipal Act 2001, SO2001, c.25. The information will be used for the purpose of administering the City of Mississauga Facility Rental contracts and will also be used for business you may conduct with the City. Questions about this collection should be directed to: Events Manager, Mississauga Celebration Square, at 905-615-3200 Ext 5356.

### Application Preparation and Submission

Before completing this Application, please read the **Guidelines for Use of Mississauga Celebration Square** for information on venue use.

#### Application Deadlines

**2013 Summer Season (May 1 – September 30): Application deadline is September 30, 2012.**

**2013/2014 Winter Season (October 1 – April 30): Application deadline is March 30, 2013.**

*Incomplete applications will not be considered. Requests for deadline exceptions may be submitted to the Mississauga Celebration Square Program Coordinator.*

#### **By Mail**

Attn: Mississauga Celebration Square Program Coordinator  
Mississauga Celebration Square Events  
Culture Division, Community Services  
Central Library, 3rd Floor  
301 Burnhamthorpe Drive  
Mississauga, Ontario,  
L5B 3Y3

#### **By Fax**

Attn: Mississauga Celebration Square Events  
  
Fax #: 905-896-5943

#### **By E-mail**

[celebrationsquare.bookings@mississauga.ca](mailto:celebrationsquare.bookings@mississauga.ca)

### **Section 1.0 – Event Organizer Information** *(tab through the grey fields to enter information)*

Contact Information		
Name of Event:		
Name of Organization:		Website:
Address:		
City:	Province:	Postal Code:
Event Organizer:		
Telephone #:		Cell #:
E-mail:		
Name of Secondary Event Organizer:		
Telephone #:		Cell #:
E-mail:		
Public Enquiry Contact		
Public Inquiry Contact Name:		
Position Within Organization:		
Telephone #:		Alternate Telephone #:
E-mail:		Fax #:
Address:		
City:	Province:	Postal Code:
I understand and hereby consent to the disclosure and release to the public, of my name and telephone number by the City of Mississauga as a contact person in regard to the event named above. Please print and sign.		
Signature:		



**Is the organization:**

Based and active in Mississauga?  Yes  No

Commercial/ for-profit agency?  Yes  No      Operating as a not-for-profit agency?  Yes  No

Business Registration Number:

Governed by volunteers?  Yes  No      Governed by a volunteer Board of Director  Yes  No

Is your organization governed by a Constitution and Bylaws?  Yes  No

Registered with the City of Mississauga as an affiliated and/or community group?  Yes  No

Applying for a grant through the City of Mississauga's Community Cultural Festivals & Celebrations (CCFC) Grant Program?  Yes  No

Contact the Culture Division for information: E-mail: [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca),  
 Website: <http://www.mississauga.ca/portal/discover/grantinformation>

Currently receiving grants from the City of Mississauga?  Yes  No

Incorporated as a not-for-profit organization in the province of Ontario?  Yes  No  
*(If not incorporated, not-for-profit organizations must meet federal/provincial requirements)*

Registered Charitable Status Number:

Does your organization have a SOCAN Licence?  Yes  No

Licence #:

Number of Event Staff:

Number of Event Volunteers:

Organization Mandate:

**Is the event:**

Free and open to the public?  Yes  No

Returning to Mississauga Celebration Square?  
 If yes, indicate the dates your event took place.  Yes  No

Was the event held in another location in previous years?  
 If so, please specify the venue(s):  Yes  No

Anticipated Event Attendance?  
 Day One:                                      Day Two (If applicable):                                      Day Three (If applicable):

Estimated total cost for the entire event: \$

**Applicant Experience:**

*Please detail past festival/event organizing experience and attach promotional materials of previous outdoor festivals. The City of Mississauga reserves the right to verify any information listed in this application.*

Previous Event Name:                                      Date(s):

Applicant Position on the Organizing Team:

Contact Name for the Venue:                                      Telephone #:



**Section 2.0 – Date(s) & Time(s) Request**

Please list three preferred event/load in dates. Please only list a load in date if different than your event date.

**Date(s) of First Choice:**

**First Choice Load in Date:**

**Date(s) of Second Choice:**

**Second Choice Load in Date:**

**Date(s) of Third Choice:**

**Third Choice Load in Date:**

Please see guidelines for allowable load in/set up/event/load out event times.

**Load in/Set up From (time):**  AM  PM **To (time):**  AM  PM

**Event (Day 1) From (time):**  AM  PM **To (time):**  AM  PM

**Event (Day 2) From (time):**  AM  PM **To (time):**  AM  PM

**Tear Down/ Load Out From(time) :**  AM  PM **To (time):**  AM  PM

**Outdoor Facilities:** Check all that apply and add dates and times.

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Upper Square</b> (include times) | <input type="checkbox"/> <b>Amphitheatre</b> (include times)  |
| <input type="checkbox"/> <b>Lower Square</b> (include times) | <input type="checkbox"/> <b>Digital Program Screens</b> (include times)<br><input type="checkbox"/> <b>Main Stage</b> (include times)<br><input type="checkbox"/> <b>Trellised Market/Vendor Area</b> (include times) |

Events with estimated attendance of more than 1000 guests are required to book both the upper and lower squares.

**Indoor Facilities:** Check all that apply and add dates and times. Indoor venues are charged per hour; see rate sheet for details.

- |  |               |
|--|---------------|
| <input type="checkbox"/> <b>Great Hall</b>                                 | <b>Times:</b> |
| <input type="checkbox"/> <b>Civic Centre 2nd Floor Committee Rooms A-E</b> | <b>Times:</b> |
| <input type="checkbox"/> <b>Central Library Classrooms 1-5</b>             | <b>Times:</b> |
| <input type="checkbox"/> <b>Noel Ryan Auditorium</b>                       | <b>Times:</b> |
| <input type="checkbox"/> <b>Glass Pavilion</b>                             | <b>Times:</b> |

**Section 2.1 – Event Information – use additional pages if required.**

**Target Audience(s)?** (Please check all that apply)

- Children**  **Youth**  **Families**  **Older Adult**

**Describe what kinds of performances will be taking place on stage.**

**Describe what other activities will be happening around the square.**



**Check all that apply:**

- |  |   |
|--|---|
| <input type="checkbox"/> Musical Performance(s)    | <input type="checkbox"/> Poetry/Spoken Word |
| <input type="checkbox"/> Choral Performance(s)     | <input type="checkbox"/> Arts and Crafts    |
| <input type="checkbox"/> Dance Performances(s)     | <input type="checkbox"/> Fashion Show       |
| <input type="checkbox"/> Theatre Performance(s)    | <input type="checkbox"/> Karaoke            |
| <input type="checkbox"/> Orchestral Performance(s) | <input type="checkbox"/> Magic Show         |
| <input type="checkbox"/> Talent Show               | <input type="checkbox"/> Other:             |

**List of event activities requiring permits/additional insurance/further permissions etc (see guidelines):**

- |   |  |
|---|--|
| <input type="checkbox"/> Movie(s)/Film(s)           | <input type="checkbox"/> Petting Zoo/Animals |
| <input type="checkbox"/> Product Launch             | <input type="checkbox"/> Cooking Demos       |
| <input type="checkbox"/> Sporting Event(s)/Activity | <input type="checkbox"/> Inflatables         |
| <input type="checkbox"/> Acrobatic Performance(s)   | <input type="checkbox"/> Tents (see below)   |

Will any fees be charged for any of the above activities? Describe:

Estimate the number of tents and sizes required:

**Section 2.2 – Main Stage & Digital Program Screens Request**

**List examples of the types (i.e. genre and/or name of artist) of performances to be showcased on the Main Stage:**

Empty text box for listing performance examples.

**List examples of the types (i.e. live video) of Digital Program Screen content:**

Empty text box for listing digital program screen content examples.

**Stage Banners and Décor:**

Banners can only be hung on the main stage over the back drop and must meet dimensional requirements. Please see the Guidelines for further details.

Do you plan on having banners/decorations on the Main Stage?

- Yes  No



### Section 3.0 – Clean Up & Waste Management

- **Please note that the sole use of volunteers for cleaning is not permissible.** The Mississauga Celebration Square Program Coordinator will arrange for a third party professional cleaning company (including power washing) as part of the contract with fees payable by the event organizer and outlined in the fee schedule. It is the responsibility of the event organizer to maintain the cleanliness of the site during the event and to return the site to its original state including the removal of all tents, equipment and refuse.
- At events where the expected attendance is more than 1000 guests will require the rental of an industrial dumpster arranged through the Mississauga Celebration Square Program Coordinator.
- The Program Coordinator will order the appropriate number of recycling bins for the event. It is the event organizer's responsibility to have the bins distributed around the site.

### Section 3.1 – Washroom Requirements

Indoor washroom facilities are located in the Mississauga Central Library, Mississauga Civic Centre, and outdoor Amphitheatre. Events with an anticipated attendance of over 1000 guests must rent portable washroom facilities and hand washing stations from an external supplier. See Event Guidelines for ratios and recommendations.

Regular Port-o-lets:	Accessible Port-o-lets:	Hand Wash Stations:
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### Section 3.2 – Security Plan

Events at Mississauga Celebration Square require a security plan (see guidelines).

List the number of licensed security personnel you feel would be required for this event.

Number of Security Officers:                      Number of Peel Regional Paid-Duty Officers:

**Additional licensed security may be required if it is deemed necessary by the Mississauga Celebration Square Program Coordinator in consultation with City of Mississauga Corporate Security and Peel Regional Police.**

### Section 3.3 – Special Occasion Permit Request (Alcohol)

Only applicants with proven event experience will be approved to apply for a Special Occasion Permit. Please see Event Guidelines for further requirements.

Are you applying for approval to serve alcohol at your event?  Yes    No

### Section 3.4 – Vendor Request

Please review the Event Guidelines for information about insurance and permit requirements. A vendor surcharge applies to vendors that are selling food, selling merchandise or are displaying at a booth that requires electrical hook-up. Please note vendor surcharges will apply when there are more than 15 commercial vendors onsite.

Anticipated number of food service vendors at event:

Will there be open flame cooking (barbecue)?                       Yes    No

Number of merchandise vendors (sales) at event:

Number of display vendors at event:



**Section 4 – Rate List**

**Please complete the following Rate List to the best of your knowledge. This will assist your organization in determining event expenses. These fees are in effect to December 31, 2012. New rates will be published in January 2013.**

**Mississauga Celebration Square Fee Worksheet for Community Groups**

<b>Rates for Mississauga Celebration Square</b>	<b>Cost (Pre Tax)</b>	<b>Your Event</b>
<b>Administration Fee</b>	\$69.40	
<b>Park Permit (Weekends &amp; Holidays)</b>		
MCS Park Permit Fee	\$146.64/day	
Vendor Surcharge I (more than 15 vendors less than 30)	\$500 / event	
Vendor Surcharge II (more than 30 vendors less than 60)	\$1000 / event	
<b>Indoor Bookings (3 hour minimum, per room)</b>		
Great Hall (Weekends & Holidays)	\$295/hour	
Civic Centre 2nd Floor Committee Rooms A-E	\$31.25/hour	
Central Library Classrooms 1-	\$20/hour	
Noel Ryan Auditorium (Weekends & Holidays)	\$112/hour	
<b>Main Stage Fees</b>		
Main Stage set-up and tear-down (fixed cost)	\$816.00	
Technical Support (Minimum 4 hour call)	\$136.00/hour	
Stage Manager hourly rate (Minimum 4 hour call)	\$44/hour	
<b>Digital Program Screen Fees</b>		
Content Scheduling and Set-Up	\$264.00	
Screen Technician (Board Operator minimum 4 hour call)	\$44.00/hour	
Camera Operator (Minimum 4 hour call)	\$23/hour	
Camera Rental (mainstage)	\$250.00	
<b>Amphitheatre Fees</b>		
Amphitheatre Set-up & Tear-down (Fixed Rate)	\$136.00	
Technical Support (Minimum 4 hour call)	\$67.00/hour	
<b>Facility/Cleaning Staff</b>		
Electrician and Mechanic (MANDATORY From Set-up to Tear-down)	\$120.00/hour	
Custodian (additional staff may be required)	\$35/hour/staff	
MCS Onsite Coordinators (From Event Start to Tear-down)	\$44/hour	
Corporate Security (if required)	\$25/hour	
Power washing (mandatory if food vendors are present)	\$57/hour	
Onsite cleaning (during event)	\$125/hour	
Post event (Light or Heavy)	\$300/event	
Determined by number of vendors and attendees	\$700/event	
<b>Equipment</b>		
Picnic Tables: Delivery & Pick-up per Load (9 tables per load)	\$260.47/load	
Garbage Cans: Delivery & Pick-up per Load (Max. of 20 cans)	\$260.47/load	
Crowd Control Barriers (Rental)	\$260.47/load	
Crowd Control Barriers (Set-up & Take-down)	\$130.24/load	
Industrial Garbage Bin/Dumpster Delivery & Disposal	\$42.00/bin & \$55/tonne	
<b>Parking</b>		
Burnhamthorpe Parking - Load in load out (10 spots)	\$1/hr/ spot	
<b>City of Mississauga Insurance User Fees</b>		
Non Food Vendor / Food Vendor (per day)	\$15 / \$25	
<b>Permit Fees Payable to other City Departments</b>		
Tent Permits (applicable for tents with an aggregate area of more than 60 m <sup>2</sup> )	\$160/permit	
Vendor Permits (Payable to Mobile Licensing)	\$49/permit	



**TOTAL**

**Section 5 – Event Budget**

The Event Budget will provide a picture of financial health of the event. Please only reflect the portion of the line items which are allocated to the event. *Please note that this is not an audited statement, it is only a tool to assist with the event planning process.*

Projected Revenues	
Concessions/Merchandising, Rental Fees (Booths, Displays) & Advertising Income	\$
Department of Canadian Heritage Grant	\$
Ontario Arts Council Grant	\$
Ontario Ministry of Culture Grant	\$
Region of Peel Grant	\$
City of Mississauga Community Cultural Festivals & Celebrations (CCFC) Grant Program	\$
Other (Please Specify)	\$
Ontario Trillium Foundation	\$
Community Foundation	\$
Other Foundations (Please Specify)	\$
Corporate Sponsorship (Please Specify)	\$
Individual Donations & Fundraising (Please Specify)	\$
Other Revenues (Please Specify)	\$
In-kind Donations	\$
<b>TOTAL</b>	<b>\$</b>
Expenditures	
City Services (As per Calculations – Rate List on previous page)	\$
Artist & Performer Fees	\$
Equipment Rental, Sound, Lighting, Backline (Instruments) & Supplies	\$
Accommodation, Meals & Catering	\$
Marketing & Promotion (Please Specify)	\$
Merchandise	\$
Staff/Volunteer Management Salaries & Honoraria	\$
Supplies, Equipment & Utilities	\$
Event Staff	\$
Security Officers/Paid Duty Officers	\$
Fundraising	\$
Other (Please Specify)	\$
<b>TOTAL</b>	<b>\$</b>
<b>NET (Revenues Less Expenditures)</b>	<b>\$</b>

PLEASE INCLUDE INFORMATION ABOUT GRANTS AND/OR SPONSORSHIP FUNDING RECEIVED IN THE PAST.



**Agreement** *(please print and sign)*

I, (Event Organizer), have read and agreed to abide by the Guidelines for Use of Mississauga Celebration Square including the terms and conditions outlined therein. I am an authorized signing authority for (Organization Name). If my application is successful, I agree to attend all meetings as outlined in the Guidelines for Use of Mississauga Celebration Square.

I understand that as the Event Organizer, I will be required to provide proof of liability insurance on the City of Mississauga Approved Form indicating a minimum coverage of \$5,000,000 with the City of Mississauga added as an additional insured for the dates of the event, set up and tear down.

I understand that it is the Event Organizers responsibility to meet all requirements of the City of Mississauga and outside regulatory agencies and only after all required information and approvals have been received by the Mississauga Celebration Square Program Coordinator, will a Facilities Rental Contract be issued confirming approval of the event and all approved activities.

**I further acknowledge that all information contained on this request is, to the best of my ability, accurate.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please retain a copy of the completed application for your files.***

**INTERNAL USE ONLY**

Original Received By:	Date:
Revision Received By:	Date: