

## SMALL EVENT APPLICATION

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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: Manager, Mississauga Celebration Square, at 905-615-3200 Ext 5356.

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For sponsorship activations, please contact Michael Campbell [michael.campbell@mississauga.ca](mailto:michael.campbell@mississauga.ca). Do not submit this form.

**Small Events** are events with approximately 500 attendees or less that do not require a full set-up of the main stage. Any other event must go through the Large Event Application Process.

In 2015, we are only able to accommodate Small Events **Mondays through Thursdays**. It is highly recommended that you contact the Supervisor, Event Services [sandra.lefrancois@mississauga.ca](mailto:sandra.lefrancois@mississauga.ca) in advance of submitting your application to discuss availability of dates.

### The following dates are unavailable:

- May 18, 2015
- May 25, 2015
- June 29-30, 2015
- the full month of July 2015
- August 3, 2015
- September 7, 2015
- October 12, 2015

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### **APPLICATIONS MUST BE COMPLETED AND SUBMITTED ELECTRONICALLY**

click SUBMIT FORM in top right corner

**2015 DEADLINE:** (January 1 – December 31): **16 weeks prior to event.** Late applications will not be accepted.

**Eligibility:** All applications will be reviewed by Mississauga Celebration Square (MCS) to determine eligibility status. Applications that do not meet the Eligibility Criteria will not be considered. Event organizers understand and agree to the following (***all boxes must be checked in order to fulfill eligibility criteria***):

- Event Organizers must have proven experience with outdoor event;
- Event Organizers must demonstrate a proven track-record of fiscal responsibility and financial accountability;
- Event application includes all requested information; *incomplete applications will not be considered*;
- Event and Event Organizers must not endorse views and ideas that are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability, political affiliation, economic status or level of literacy;
- Event Organizers must comply with the City's [Respectful Workplace Policy \(01-03-04\)](#): Employees, elected officials, citizen members of committees and volunteers acting on behalf of the City of Mississauga are entitled to, and are expected to contribute to, a Respectful Workplace, and no form of discrimination, harassment, or bullying will be tolerated;
- Event and Event Organizers do not conflict with the [City's Values](#);
- Event does not interfere with normal business conducted by staff or with other activities in the Civic District;
- Event and Event Organizers are in compliance with all provincial laws, federal laws, City policies and by-laws;
- Event will be **open to the public and free of charge**

Mississauga Celebration Square may rescind approval for an Event at any time if the eligibility criteria outlined above are not met. Ineligible applicants will be notified. Small event applications will be considered on a case by case basis, based on the availability of City resources.

**Facility Rental Contract:** Approved events will receive a Facility Rental Contract outlining all Terms and Conditions. These must be signed by an individual within the group with authority to enter into a binding agreement with the City. Mississauga Celebration Square may rescind approval for an Event at any time if the Terms and Conditions in the Facility Rental Contract are not met.

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**Regulations:** All Events and Event Organizers are required to:

- Obey all federal and provincial laws and municipal by-laws and policies;
- Adhere to any existing City contracts or agreements;
- Ensure any City signage, including sponsorship recognition, is not obscured, removed or altered; and
- Adhere to the MCS Eligibility Criteria, the Facility Rental Contract Terms and Conditions, and the MCS Guidelines.

In addition to the conditions outlined above, Event Organizers may be required to secure third party liability insurance. Mississauga Celebration Square may rescind approval for an Event at any time if these requirements are not met.

Name of Event:			
Name of Organization:			
Website:			
Address:			
City:	Province:	Postal Code:	

The **Event Organizer** is the person most responsible for decision making and has signing authority for the organization.

Name of Event Organizer:	
Phone:	
E-mail:	

Event description:
Is your event returning to Celebration Square:

Provide three (3) potential dates for your event in the circumstances that we are unable to accommodate your first choice.	
Date(s) of First Choice:	
Date(s) of Second Choice:	
Date(s) of Third Choice:	

Final schedules are subject to approval by the Supervisor, Event Services and the Supervisor, Technical Services.

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

Load in start time:	
Load in end time:	
Load out start time:	
Load out end time:	

Anticipated event attendance:	
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Will there be fees charged for any activities during the event?	
If yes, describe:	

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**EVENT HISTORY**

Details about your organization and previous experience organizing outdoor events are 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 and experience for both new and returning events will be evaluated based on payment history, ability to meet deadlines, and compliance with all guidelines and policies.

Events that were *not* at Mississauga Celebration Square in 2014 must provide a reference able to comment on the criteria listed above. For events *returning* to Mississauga Celebration Square references are not required.

**New applicants that do not provide full contact information for references will not be considered.**

Event Name:			
Date(s):			
Venue:			
Contact name for venue:			
Phone:			
E-mail:			
Number of years of event:		Attendance:	
Event Description:			
Role of Applicant:			

**EVENT DETAILS**

Describe what activities will be taking place in each area. The Main Stage is not available for small events.

Turf/lawn:	
Amphitheatre:	
Market Trellis:	

All event details and activities must be approved by the Supervisor, Event Services.

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**MISSISSAUGA CELEBRATION SQUARE FEES**

**Fees are in effect to December 31, 2015.**

Services	Fees (Excluding Tax)	
Administration Fee	\$74.01	
<b>Park Permit</b>		
MCS Park Permit Fee for not-for-profit/charitable groups	\$156.38/day	
MCS Park Permit Fee for commercial groups	\$2186.09/day	
<b>Technical Services</b>		
MCS Onsite Coordinator* (MANDATORY from load-in to load-out)	\$46.92/hour	
Tech Supervisor/Video Board Operator*	\$45/ hour	
Tech Support *	\$24/hour	
<b>Parks Services</b>		
Additional Post Event Site Cleaning	\$59.89/hour	
Set-Up: Picnic Tables, Bistro Tables and Chairs	\$140.26	
Set-Up: Umbrellas	\$140.26	
Set-Up: Crowd Control Barriers	\$140.26	
<b>TOTAL</b>		

*\*All staff rates require a four (4) hour minimum, and must be booked for all permitted hours (weekends AND weekdays).*

Additional charges may apply. The Supervisor, Event Services will determine which mandatory charges will be applied based on the particulars of any small event, and will provide a quote once an event is approved. The Supervisor, Technical Services will determine if additional technical staff and charges are required based on the particulars of the event.

**AGREEMENT**

The application must be signed by an authorized signing authority for the organization:

I, \_\_\_\_\_ (Event Organizer), have read and agreed to abide by all Rules, Regulations, Restrictions, and Eligibility Criteria listed are referred to in this application. I am an authorized signing authority for \_\_\_\_\_ (Organization Name).

I understand that if my application is approved, that as the Event Organizer, I will be required to:

- adhere to the Terms and Conditions in the Facility Rental Contract and MCS Guidelines
- submit all required event documentation requested by the Supervisor, Event Services by the applicable deadlines
- provide, if requested, proof of liability insurance and damage deposit thirty (30) days before the event

I understand that if my application is approved, I must agree to the following payment schedule:

- 100% of estimated costs upon signature of contract
- damage deposit, if required, thirty (30) days before the event
- balance owing after reconciliation 30 days after the event

I understand that it is my responsibility to meet all requirements of the City of Mississauga and other regulatory agencies.

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

<b>Signature:</b> (please type name in this field)	<b>Date:</b>
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**Save a copy of your completed application before submitting. Click the SUBMIT FORM button in top right corner.**

**INTERNAL USE ONLY**

Received By:	Date:
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