

## MISSISSAUGA CELEBRATION SQUARE EVENT APPLICATION EVENTS WITH LESS THAN 1000 ATTENDEES (Application deadline is 12 weeks prior to event date)

Thank you for your interest in hosting your event at Celebration Square. This application is for events meeting the following criteria:

- Expected attendance of less than 1000 attendees;
- Stage performances are limited to speeches and performing to recorded track (without monitors) on the main stage or amphitheatre (The Main stage and Amphitheatre is only available from **Victoria Day to Thanksgiving annually**)
- Vendors limited to one commercial or display vendor and one food vendor. (Celebration Square has seasonal food vendors through the summer months who will be onsite and selling during your events.)
- Events will be open to the public and free of charge
- Event organizers have proven experience with events and must demonstrate a proven track-record of fiscal responsibility with a balanced and realistic budget
- Organizers must comply with the City's Respectful Workplace Policy; no discrimination, harassment, or bullying will be tolerated

If your event is expected to have more than 1000 attendees, please refer to the Celebration [Square Large Event Application Process](#); *there is a competitive application process to host large events at Mississauga Celebration Square. The application process is typically open for the month of September the year prior. All Large event applications are evaluated by the Mississauga Celebration Square Community Reference Group.*

*For protests, demonstrations, rallies and vigils, please complete the [Notification Form](#) which will automatically be submitted to the City's Corporate Security Team.*

For sponsorship activations, please contact Arlene Almeida at [Arlene.almeida@mississauga.ca](mailto:Arlene.almeida@mississauga.ca).

### INSTRUCTIONS

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- 1) Please contact the Event Services team at [MCS.Operations@mississauga.ca](mailto:MCS.Operations@mississauga.ca) in advance of submitting your application to discuss your event, applicable fees and charges, and the availability of dates for the Festival Season
- 2) Download and complete the application form (save regularly). All fields are fillable on the PDF
- 3) Save file on your computer
- 4) Applications must be completed electronically and submitted by email **12 weeks prior to event date**. Late applications will not be accepted.
- 5) Email the PDF form to [MCS.Operations@mississauga.ca](mailto:MCS.Operations@mississauga.ca) as an attachment
- 6) We will contact you within two weeks with the status of your application

## CONTACT INFORMATION

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Official Name of Event:

Name of Organization:

Website:

Address:

City:

Province:

Postal Code:

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

Name of Event Organizer:

Phone Number:

E-mail:

## EVENT HISTORY

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Is your event returning to Celebration Square?      Yes                      No

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. New applicants to Mississauga Celebration Square must provide a reference able to comment on these criteria. For returning applicants, references are not required. **Please provide full contact information for reference(s) below:**

Event Name:

Date(s):

Venue:

Reference, Contact name from venue where event was held:

Contact phone:

Contact email:

Number of years event took place at the venue:

Attendance:

Event Description:

Role of Applicant:

## EVENT INFORMATION

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All activities and schedules must be approved by the Supervisor, Event Services and the Supervisor, Technical Services.

### EVENT

Please provide a short description of your event:

### ANTICIPATED ATTENDANCE

Anticipated event attendance – must be less than 1000:

### DATES

Provide up to three (3) potential dates for your event:

Date(s) choice:

Date(s) choice:

Date(s) choice:

### TIMES

The allowed programming hours are Monday - Saturday 12PM – 11PM and Sunday 12PM – 7PM.

Load in start time:

Event start time(s):

Event end time(s):

Load out end time:

### LOCATIONS IN USE

Lower Square (Lawn/turf area)	Yes	No	
Upper Square (Fountain/Rink)	Yes	No	
MCS Amphitheatre (located on Upper Square)	Yes	No	No

### AMPHITHEATRE ONLY DETAILS

Speeches in the Amphitheatre?	Yes	No	
Singing or performances to recorded track?	Yes	No	No
Are you performing live music?	Yes	No	

### MAIN STAGE

Speeches on the Main Stage?	Yes	No		
Singing or performances to recorded track on the Main Stage?	Yes	No	Yes	No
Do you want a live feed of the event on the screens?	Yes	No	Yes	No
Do you have screen content?	Yes	No		

### VENDORS, VEHICLES and EQUIPMENT

Events with less than 1000 attendees are limited to one commercial or display vendor and one food vendor. Please indicate if the following vendors, vehicles or equipment will be part of your event:

Commercial non-food (selling) vendor?      Yes                      No

If yes, describe what they will be selling:

Display vendor?              Yes                      No

If yes, describe what they will be displaying:

Food vendor? Yes                      No

If yes, describe food type and their set-up:

Are you bringing Equipment onsite? (i.e. tables, chairs, tents)?      Yes                      No

If yes, list the equipment and the quantity:

### AGREEMENT

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**Eligibility:** All applications will be reviewed by Mississauga Celebration Square to determine eligibility status. Applications that do not meet all of 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 events
- Event Organizers must demonstrate a proven track-record of fiscal responsibility with
  - 1) a balanced and realistic budget
  - 2) a reference who can speak to financial accountability based on a previous event
- Event application includes all requested information and documentation; *incomplete applications will not be considered*
- Events and Event Organizers must not endorse views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of political affiliation, economic status, level of literacy or the protected grounds defined in the Ontario Human Rights Code, as amended (race, national or ethnic origin, citizenship, religion, age, sex, marital status, family status, sexual orientation, disability)
- Event Organizers must comply with the City's [Respectful Workplace Policy \(01-03-04\)](#) and the City's Respectful Workplace Statement of Commitment: no form of discrimination, harassment, or bullying will be tolerated
- Events and Event Organizers do not conflict with the [City's Values](#); vision or strategic goals and does not adversely impact the City's identity
- Events does not interfere with normal business conducted by staff or with other activities in the Civic District
- Events and Event Organizers are in compliance with all provincial laws, federal laws, City policies and by-laws
- Events will be **open to the public and free of charge**

Applications will not be considered until all outstanding balances with the City of Mississauga have been paid in full. Mississauga Celebration Square may rescind approval for an Event at any time if the eligibility criteria outlined above are not met.

I, \_\_\_\_\_ (Event Organizer), have read, understood, and agreed to abide by all Rules, Regulations, Restrictions, and Eligibility Criteria listed and referred to in this application. I am an authorized to enter into a legally binding agreement on behalf of \_\_\_\_\_ (Organization Name).

I understand that if my application is approved, I will be required to:

- adhere to the Terms and Conditions in the Facility Rental Contract and Celebration Square Guidelines
- submit all required documentation by the applicable deadlines
- provide proof of liability insurance 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 accurate to the best of my knowledge.

**Signature:**

**Date:**

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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: Supervisor, Mississauga Celebration Square, at 905-615-3200 x4944.

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