Rental Inquiry Form

**Meadowvale Theatre**

* **This request form must be completed in its entirety and returned to** **meadowvale.theatre@mississauga.ca****.**
* **Form must be returned no earlier than twelve (12) months prior to the event date.**
* **Booking requests are accepted on a first-come, first-serve basis as of 8am.**
* **By requesting a booking, you understand and agree to the** [**Meadowvale Theatre Guidelines**](https://www.mississauga.ca/wp-content/uploads/sites/10/2022/02/17132645/MeadowvaleTheatre_Guidelines_Nov2021.pdf)**.**
* **Booking requests for the Auditorium received within four (4) months of the event date will not be considered.**
* **Independent booking of Rehearsal Hall and Lobby, not including the Auditorium can be requested three (3) months in advance.**
* **This is an initial inquiry form only, subject to approval. Completion of this form does not guarantee your event.**

*\*Personal information is collected under the authority of Section 11 of the Municipal Act, 2001, c.25. The information will be used for the administration of event performance(s). This information cannot be shared with clients; this includes patron information and certain ticketing data. Questions about this collection should be directed to* *meadowvale.theatre@mississauga.ca**.*

# Client Information

 Organization Name: Organization Name

 Organization Status: Choose Status

Organization Address: Address

Organization Website: Website URL

 Name of Signing Authority: First and Last Name

 Telephone Number: Phone Number

 Email Address: Email Address

 Business HST Registration Number: Enter HST Number

Have you booked Meadowvale Theatre in the last three (3) years? Choose Item

If no, please provide the **business contact** information of a previous venue you have rented. This is mandatory and staff may be in tough with the contact provided to complete a reference check:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Venue** | **Date Rented** | **Venue Contact Person** | **Phone** | **Email Address** |
| Enter Name | Select Date | First and Last Name | Phone Number | Email Address |

# Facility Rental Information

* **Facility access is from 8:00am to 11:59pm Sunday – Saturday.**
* **Doors to the building open to attendees one (1) hour before show time and doors to the theatre auditorium open thirty (30) minutes before show time.**
* **For events with multiple performances in a day, please allow ninety (90) minutes between performances.**
* **Meadowvale Theatre is attached to a public high school and we are unable to use the parking lot from 2:00pm – 3:00pm weekdays during the school year. Please keep this in mind when scheduling your events and run times.**
* **There is no access backstage from the auditorium or lobby; access to backstage is through the exterior stage door only.**
* **A 30 minute break is mandatory for all staff after 5 hours of consecutive work. During the Tech Crew breaks, there will be no stage access and high risk activities are not permitted.**

Preferred Rental Space(s):

 [ ]  Theatre Auditorium (395 seats)

 [ ]  Lobby (Required with an audience)

 [ ]  Rehearsal Hall

Theatre Auditorium Times *(if applicable)*:

 Stage Access Start Time: Enter Start Time

 Stage Access End Time: Enter End Time

 Show Start Time: Enter Start Time

 Show End Time: Enter End Time

 Tech Crew Break Time #1: Enter Time

 Tech Crew Break Time #2: Enter Time

Lobby Access Time *(if applicable)*: Enter Time

Rehearsal Hall Times *(if applicable)*:

 Start Time: Enter Start Time

 End Time: Enter End Time

Please indicate if any of the following will be used:

 **YES NO**

 [ ]  [ ]  Set Construction

 [ ]  [ ]  Multi-Level Set

 [ ]  [ ]  Risers Exceeding 4 Feet

 [ ]  [ ]  Use of Weapons or Stage Combat

 [ ]  [ ]  Use of Pyro Technics and/or Live Flame

 [ ]  [ ]  Use of Audience on Stage

 [ ]  [ ]  Rigging (such as banners, backdrops or signs)

If you answer yes to **any** of these questions, a minimum of $5 million general liability will be required. If you answer no to **all** of these questions, a minimum of $2 million general liability will suffice.

Facility User Insurance: Will you purchase Facility User Insurance through the City of Mississauga or will you be providing your own insurance on the provided City of Mississauga insurance template?

Choose Item

# Event Information

Name of Event: Enter Name

Performing Group/Artist Name: Group/Artist Name

Type of Event: Event Type (E.g. Concert, Dance Recital, Speaker etc.)

Provide a Brief Description: Enter Description

Audience Type: Choose item

Preferred Event Date: Select 1st Date Choice

Second Date Choice: Select 2nd Date Choice

Third Date Choice: Select 3rd Date Choice

# Performance Information

It is mandatory to use our in-house box office to process tickets for all events in the auditorium with an audience regardless if it is a private or public event.

Will your event have tickets that are sold publicly? Choose Item

Approximate Run Time: Enter Run Time (including intermission)

Intermission: Choose Item

Number of Performances: Enter Number of Performances

Expected Attendance: Attendance per Performance

Average Ticket Price: Enter Price

Live or Recorded Music: Choose Item

Number of People Backstage: Enter Number (including performers, workers, volunteers etc)

Please list your technical requirements; select all that apply.

 [ ]  Intelligent Lighting Package (Moving Lights)

 [ ]  Projector *\*Will require an additional technician.*

 [ ]  Fog Machine/Hazer

 [ ]  Wireless Microphone (Number of microphones needed: Enter Number)

 [ ]  Wireless Communication Pack

 [ ]  In Ear Monitors (Number of monitors needed: Enter Number)

 [ ]  Dance Floor

Do you have a Stage Manager? Choose Item

Do you have a Production Manager? Choose Item

# Concessions

The theatre may sell concession food items to guests at no additional charge to you, the client. However, you can instead, provide food prepared by a licensed caterer for your guests in the lobby. If you opt to provide your own food, Peel Public Health will need to be contacted by submitting a [Special Events Application](https://web.apps.peelregion.ca/forms/s/Special-event-application-form) no later than 15 days prior to your event. Concessions will not be open for events with no intermission.

Will you be providing your own catering from a licensed caterer? Choose Item

If you are providing your own catering, please indicate when food is being given:

 [ ]  Pre-show [ ]  Intermission [ ]  Post-show

# Additional Information

Please enter any additional information you wish to share with us at this time