Rental Inquiry Form

 **Small Arms Inspection Building**

* **This request form must be completed in its entirety and returned to** **small.arms@mississauga.ca****.**
* **Form must be returned no earlier than ten (10) 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** [**Small Arms Inspection Building Guidelines**](https://www.mississauga.ca/wp-content/uploads/sites/10/2022/02/17132645/MeadowvaleTheatre_Guidelines_Nov2021.pdf)**.**
* **Booking requests received within two (2) months of the event date will not be considered.**
* **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 events at Small Arms Inspection Building and to contact you regarding your event/performance(s). Questions about this collection should be directed to small.arms@mississauga.ca.*

# Contact Information

 Organization or Company Name (if applicable) Organization Name

 Renters Status: Choose Status

Organization Website: Website URL

 Name of Signing Authority: First and Last Name

 Mailing Address: Address

Telephone Number: Phone Number

 Email Address: Email Address

Have you booked Small Arms Inspection Building in the last three (3) years? Choose Item.

If no, please provide the **business contact** information of a previous venue you have rented. Do not include personal information such as personal phone numbers or personal emails. Only business contact information will be accepted. Staff may be in touch 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. The building must be cleared by 11:59pm (including any rental pickups).**
* **Nothing can be stored in the building overnight unless the contract includes rental payment of the following day.**
* **Community furniture and piano will stay as is/where is.**
* **Public hours are Monday – Thursday 10am – 6pm while exclusive access can be accommodated Friday – Sunday.**

Preferred Rental Space(s):

 [ ]  Main Space South Building (400 capacity)

 [ ]  Gallery Walls

 [ ]  Outdoor Spaces (including East Courtyard, West Lawn and North Lawn)

Booking Times Day 1:

 Date: Enter Date

 Building Access/Setup Time: Enter Start Time

 Load Out Time: Enter End Time

 Event Start Time: Enter Start Time

 Event End Time: Enter End Time

Booking Times Day 2:

 Date: Enter Date

 Building Access/Setup Time: Enter Start Time

 Load Out Time: Enter End Time

 Event Start Time: Enter Start Time

 Event End Time: Enter End Time

*\*For booking requests more than 2 days, please provide a chart including rental and event times. All event deliveries and pickups need to be completed within the rented hours. Load in time may be adjusted based on equipment and setup needs.*

# Event Information

Name of Event: Enter Name

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

Audience Type: Choose item

Will tickets be sold publicly? Choose Item

Expected Attendance: Attendance per Event

Live or Recorded Music: Choose Item

Will there be dancing? Choose Item

Will you require risers for your event? Choose Item

Provide a Brief Description of the event: Enter Description

# Insurance

Please answer the following questions:

 **YES NO**

 [ ]  [ ]  Will there be high risk activity? \*

 [ ]  [ ]  Are you serving food?

 [ ]  [ ]  Are you serving alcohol?

 [ ]  [ ]  Will there be vendors? If yes, how many\*: Choose Item

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

*\* High risk activity is classified as including construction/ installation, rigging, aerial performances, events or performances that included participation of audience members on stage. If you have $5 m in liability coverage, the City must be named as an additional insurer. For events with 50+ vendors, an electrician and minimum 3 hours set up time will be mandatory.*

# Additional Information

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