

2018 SMALL EVENT APPLICATION

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.

APPLICATIONS MUST BE COMPLETED ELECTRONICALLY & SUBMITTED BY EMAIL

For sponsorship activations, contact [Michael Campbell](#). For protests, demonstrations, rallies and vigils, complete the [Notification Form](#). Do not submit the Notification Form to MCS; it should be submitted electronically through the form on the website.

DEADLINE: 12 weeks prior to event. Late applications will not be accepted.

Small Events have approximately 1,000 attendees or less. Small Events may only use the main stage for speeches and singing to recorded track without monitors. The main stage is available May 9, 2018 to October 11, 2018. Any other event must go through the Large Event Application Process.

Due to overwhelming demand for the use of Celebration Square in 2018, there is limited availability for Small Events. The following dates are unavailable:

- February 19, 2018
- April 30-May 4, 2018
- May 21, 2018
- **Wednesday-Sunday between May 16 and September 2, 2018**
- July 9-10, 17, 2018
- September 8; 14-16; 22; 29, 2018
- October 8; 12-14; 27, 2018
- November 9; 22-25; 2018
- December 22, 2018 – January 1, 2019

Please contact the Supervisor, Event Services Tanya.Smith@mississauga.ca in advance of submitting your application to discuss your event and the availability of dates.

INSTRUCTIONS

- 1) Download form
- 2) Complete application form online (save regularly)
- 3) Save file on your computer
- 4) Email form to Tanya.Smith@mississauga.ca as an attachment

CONTACT INFORMATION

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

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

Name of Event Organizer:
Phone:
E-mail:

EVENT HISTORY

Details about your organization and previous experience organizing outdoor events are required. Priority is given to applicants who are 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. New applicants to Mississauga Celebration Square must provide a reference able to comment on this criteria. For returning applicants, 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:
Contact phone for venue:
Contact email for venue:
Number of years of event:
Attendance:
Event Description:

Role of Applicant:

EVENT INFORMATION

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

EVENT

Description:

Is your event returning to Celebration Square? Yes ☐ No ☐
Anticipated event attendance:

DATES

Provide up to three (3) potential dates for your event.
Dates listed above as unavailable will not be considered.

Date(s) choice:

Date(s) choice:

Date(s) choice:

TIMES

Programming hours: Monday-Saturday 12:00pm-11:00pm and Sunday 12:00pm-7:00pm.

Event start time(s):

Event end time(s):

Load in start time:

Load in end time:

Load out start time:

Load out end time:

Will there be fees charged for any activities during the event? Yes ☐ No ☐
If yes, describe:

LOCATIONS

Will you use the Lower Square? Yes ☐ No ☐

Will you use the Amphitheatre? Yes ☐ No ☐

Will you use the Main Stage? *May 9 - Oct 11, 2018 only* Yes ☐ No ☐

Will you use the Glass Pavilion? Yes ☐ No ☐

Additional charges and permits will apply to the following:

VENDORS

Small events may only include 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 Small Events.

Do you have a commercial (selling) vendor? Yes ☐ No ☐

If yes, describe what they will be selling:

Do you have a display vendor? Yes ☐ No ☐

If yes, describe what they will be displaying:

Do you have a food vendor? Yes ☐ No ☐

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

Are you cooking food onsite? Yes ☐ No ☐

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

Are you serving food? Yes ☐ No ☐

If yes, describe where the food is from and your set-up:

SITE

Are you driving any vehicles onsite during load-in and load-out? Yes ☐ No ☐

If yes, what type of vehicle and how many?

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

If yes, list the equipment and the quantity:

AMPHITHEATRE

Are you making speeches in the Amphitheatre? Yes ☐ No ☐

Are you singing to recorded track in the Amphitheatre? Yes ☐ No ☐

Are you performing live music? *Amphitheatre only* Yes ☐ No ☐

MAIN STAGE *May 9 - Oct 11, 2018 only*

Are you making speeches on the Main Stage? Yes ☐ No ☐

Are you singing to recorded track on the Main Stage? Yes ☐ No ☐

Do you want a live feed of the event on the screens? Yes ☐ No ☐

Do you have screen content? Yes ☐ No ☐

MCS fees are approved by City Council and apply to all 2018 events. To calculate the cost of your event you can use the Small Event Fee Schedule Tool.

AGREEMENT

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: