

How to Host Your Event at Meadowvale Theatre

RENTAL INQUIRY FORM

In order to book Meadowvale Theatre, the first step is to fill out and submit the **Rental Inquiry Form** (RIF). The RIF provides information about your Event and will reserve your Event date(s). The RIF must be completed and submitted to meadowvale.theatre@mississauga.ca.

- The RIF must be submitted no earlier than one year in advance of the event date.
- Auditorium Bookings with an audience received within two months of the event date will not be accepted.
- Bookings are accepted on a first come first served basis as of 8am.

FACILITY TOUR

After submitting the RIF, Theatre Staff will contact you to gather more information about your event and schedule a tour if requested.

EVENT ESTIMATE

The Meadowvale Theatre Supervisor will provide an estimated rental fee for your Event within 10 business days of receiving full event details. Once the Event organizer accepts the estimated rental fee, a Rental Contract will be prepared.

RENTAL CONTRACT

The Rental Contract is a legal agreement between Meadowvale Theatre and the Event organizer. The contract will be emailed approximately 10 business days of receiving the estimated rental fee approval. This contract contains important information about the use of the Meadowvale Theatre. Event organizers are encouraged to review the contract in its entirety and direct any questions to the Meadowvale Theatre Supervisor in advance of signing.

In order to confirm your booking, Meadowvale Theatre requires:

- Non-refundable Deposit (indicated within Rental Contract)
- Signature on the Rental Contract

FEE SCHEDULE

The non-refundable deposit is due at the time of signing and the balance payment is due before the Event, as per the payment schedule in the Rental Contract. Fees will be reconciled post-event in the case of additional charges incurred or refunds owed. The final invoice will reflect the actual fees, not the estimated fees.

INSURANCE

Event insurance in the amount of \$2 million is required for all events at Meadowvale Theatre and \$5 million for events with high risk. Proof of insurance must be submitted 30 days prior to the event on the [City's template](#). Event insurance is available for purchase through the City of Mississauga's [insurance provider](#) and is added onto the estimate if requested. Refer to the "Liability & Insurance" section of the Rental Contract Terms and Conditions for additional details.

ADDITIONAL SITE VISITS

One additional one-hour site visit may be requested with the Meadowvale Theatre Supervisor to review Front of House requirements and Technical Supervisor to discuss your technical requirements.

FORMS AND MATERIALS – due 6 weeks prior to first event date

The forms below are to be downloaded and submitted to meadowvale.theatre@mississauga.ca upon completion.

- **Ticketing and Lobby Set-up Form**
- **Technical Requirements and Safety Plan Form**
- **Certificate of Insurance (if applicable)**
- **Peel Health for Organizers (if applicable)**

CANCELLATIONS

The Event organizer may cancel the Event or part of the Event at any time subject to the terms specified in the Rental Contract. However, initial deposits are non-refundable and if the City receives notice of cancellation less than 30 days prior to the reserved date for the rental, the Event organizer shall pay 100% of the estimated rental fees. Refer to the “Payment and Cancellations” section of the Rental Contract Terms and Conditions for additional information.