

# Theatre Rental Inquiry

Personal information on this form is collected under the authority of sections 11 and 227 of the *Municipal Act, 2001*, and in accordance with the City's Use of Facilities Policy 05-01-12. The information will be used for administering LAC theatre rental inquiries. Questions about this collection should be directed to the Manager, LAC, 4141 Living Arts Drive, Mississauga, ON L5B 4B8, lac.rentals@mississauga.ca, Tel. 905-306-6000.

- This request form must be completed in its entirety and returned to [LAC.Rentals@mississauga.ca](mailto:LAC.Rentals@mississauga.ca) no earlier than twelve (12) months prior to the event date.
- Booking requests are accepted on a first-come, first-serve basis.
- Booking request forms received within four (4) months of the event date will not be considered.
- This is an initial inquiry form only, subject to event approval. Completion of this form does not guarantee your event.

## Facility Rental Information

### Preferred Rental Space(s)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Hammerson Hall</b><br>(approx. 1,300 seats) | <input type="checkbox"/> <b>RBC Theatre</b><br>(black box theatre, approx. 290 seats) | <input type="checkbox"/> <b>Rogers Theatre</b><br>(screening auditorium, 100 approx. seats) |
| <input type="checkbox"/> <b>Atrium</b> (main lobby)                     | <input type="checkbox"/> <b>Galleria</b> (second lobby)                               | <input type="checkbox"/> <b>Meeting Rooms</b> (various capacities)                          |

Ticketed/Paid  
Registration Event

**Note:** Theatre rental includes use of the Atrium one (1) hour prior to the stated start time of the event until one (1) full hour after the expected conclusion of the event. It is mandatory to use our in-house box office for all ticketed or paid registration events. Third party ticketing or reservation platforms are not permitted.

## Client Information

Name of Company

Company Website

Main Contact Person

Contact Phone Number

Contact Email Address

Mailing Address

Organizer Status

<Select> Commercial, City of Mississauga Community Group Registry, City of Mississauga Affiliate

Business HST Registration Number

Have you booked at the Living Arts Centre in the past?

## Facility Rental History

Please list your entire rental history. This section is mandatory in order for your inquiry to proceed.

Note: our staff may be in touch with those listed, in order to perform reference checks. Do not include personal information such as personal phone numbers or personal emails. Only business contact information will be accepted.

Name of Venue	Date Rented (YYYY MM DD)	Contact Person	Phone Number	Email Address

## Facility User Insurance is required when booking any City of Mississauga facility.

Will you purchase Facility User Insurance (minimum \$5,000,000 general liability) through the City of Mississauga or will you be providing your own insurance?

<Select> Provide our Own, Will Purchase Through the City

### Event Information

Name of Event

Performing Group/Artist Name

Type of Event (eg. Concert, Fundraiser, Speaker, etc.)

Provide a Brief Description

Language of Production

Audience Type

< Public Event, Private Event >

Do you require furniture in the Atrium?

Yes/No

If yes, number of tables required

Preferred Event Date (YYYY MM DD)

Second Date Choice (YYYY MM DD)

Third Date Choice (YYYY MM DD)

**Note:** Hammerson Hall rental includes five (5) complimentary tables with black linens in the Atrium. RBC Theatre rental includes three (3) complimentary tables with black linens in the Atrium. Additional furniture requests are subject to availability of space. Renting the Atrium allows exclusive access to the space. Twenty (20) tables with black linens are included in the rental fee for the Atrium.

**Disclaimer:** Security requirements for theatre rentals are determined by LAC management.

### Food Services

It is mandatory to use our in-house catering services. We do not permit outside food and beverage within our facility.

Catering is required

Yes/No

(for performers/backstage)

Identify your requirements (select all that apply)

Breakfast  Lunch  Dinner  Snacks  Appetizers  Drinks  Coffee/Tea

Number of Attendees

Bar Services Required

Yes/No

Concessions Required

Yes/No

For Catering

(for purchase in lobby)

*\*Minimum charges may apply*

### Performance Information

Facility access is from 8:00am to 11:59pm Sunday – Saturday.

Setup Date (YYYY MM DD)		Setup Time	AM PM
Event Start Date (YYYY MM DD)		Event Start Time	AM PM
Event End Date (YYYY MM DD)		Event End Time	AM PM
Load-out Date (YYYY MM DD)		Load-out Time	AM PM

Approximate Run Time of Event (including Intermission)

Will you have an intermission?

YES/NO

Number of Performances

Expected Attendance (per Performance)

Will you be playing Live or Recorded Music?

Live/Recorded

**Technical Requirements** (e.g. projector, wireless microphone, etc.)

**Will you have a Technical Rider?**

Yes/No

**Do you have a Stage Manager?**

Yes/No

**Do you have a Production Manager?**

Yes/No

**Additional Information**

**SUBMIT**