



Oakville Centre for the Performing Arts - Application for Occupancy Permit

Please return the completed and signed application form and **non-refundable \$750 booking deposit** to: Lorraine McVicar, Oakville Centre for the Performing Arts, 130 Navy Street, Oakville, ON L6J 2Z4 \* 905.338.4161 ext. 3204 RenttheCentre@oakville.ca

**Client Information**

Legal Name of Company or Applicant: \_\_\_\_\_

Commercial Enterprise  Registered Charity or not for profit (must provide proof)

Representative/Contact Person: \_\_\_\_\_  
(has authority to bind organization)

Street: \_\_\_\_\_

Town/City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Event Information**

Briefly describe your event:  
\_\_\_\_\_  
\_\_\_\_\_

Number of Performances:  Approximate running time of event:

Number of Performers:  Public event:  Private Event:

Date (s) Requested	Function setup/rehearsal or performance	Facility Auditorium or Studio	Requested time			Total Hours	Perf Time / Comments
			From	/ To			
				to			
				to			
				to			
				to			
				to			
				to			

**Facilities previously rented**

Facility name	Facility contact	Facility Telephone

## Other Information

It is important to be aware that this is a *request* to book the Oakville Centre and is subject to review by the Staff at the Oakville Centre. Availability of date(s) and type of event has to be considered along with the Employment Standard Act and Municipal Regulations.

**Holding Fee Request:** All requests must be accompanied by a booking deposit which will be used to hold the date(s) should your application be approved. In the event that we cannot accommodate your request, the deposit will be returned. For **first time group/individuals the required deposit is \$750.00**. If the dates are available, the fee will be held and put against the final invoice for your event. The **deposit is non-refundable**

Each rental client must provide a Certificate of Insurance that states the date of the event, at least \$2 million of Liability coverage and show Oakville Centre / Town of Oakville as an Additional Loss Payee.

SOCAN and Re:Sound tariffs will be calculated, deducted from final settlement and remitted on the Client's behalf. Please note on this form if you have your own SOCAN license.

Advertising for the event may not begin until client has signed and returned the rental contract to Oakville Centre.

Oakville Centre Box Office ticketing services must be used for all events at Oakville Centre. Oakville Centre box office has a no refund policy.

[Please see our ticket price chart for some examples on ticketing fees.](#)

An occupancy permit will be prepared by The Oakville Centre, based on information provided, outlining booked dates/times and an estimate of the costs. At that time, a further financial commitment will be required and determined by the type of booking:

**Rental without box office sales** – 50% deposit, balance due 1 week prior to the event

**Rental with box office sales** – 20% deposit

If box office revenue will not cover the estimated costs of the booking, a further deposit will be required at least 48 hours prior to the client's move in date. All deposits are subject to the Theatre Manager's approval and can be increased.

The Oakville Centre respects the rights of its Rental Clients/ Promoters/ Producers and Artists to stage and market their productions without censorship or restrictions, providing that the Rental Client adheres to all Municipal By-Laws, Provincial and Federal statutes. **However, where a production may be considered controversial:**

All Rental Clients must provide the theatre with a detailed description and synopsis of all productions so that patrons can be properly informed.

All Rental Clients must place appropriate warning notices in any Series brochure or media advertisements. The content of the warning notice must be approved in advance by the theatre.

Notices must be posted in the lobby and the program when productions contain nudity, violence, or coarse language, or when the subject matter may be considered sensitive.

The theatre may elect to place additional notices as deemed appropriate. All notices will be at the cost of the rental client.

**Settlement** The final settlement will be issued by the Town of Oakville approximately 30 days after the date of your event.

I acknowledge that I have read, understand and accept the terms listed on this agreement.

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Signature of Applicant

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Date