

**Accessibility Statement:**

If you identify as a person with a disability, and require this document in an accessible format, please email roombookingunit@tpl.ca or call 416-397-5969, or use the online form at tpl.ca/accessibility to make a request.

Regular Theatre Rental Application

Visit [Community Spaces Rentals](#) for applicable fees, availability, annual priority application schedule and booking process details.

*** This form can be submitted at any time for dates in the current calendar year.**

This is an application only. Information provided does not secure a booking. Applications are processed on a first come-first basis. Response times may vary based on volume of applications.

Contact Information:**First and Last Name (required):****Title (if applicable):****Organization name (if applicable):****Street Address (required):****City and Province (required):****Postal Code (required):****Telephone (required):****Email (required):**

Website (if applicable):

Is your group Not-For-Profit?

- ☐ Yes
☐ No

Please provide proof of non-profit status (i.e. registered charitable or not-for-profit number, or a summary of your organization and why you are non-profit):

Booking Details:

Please fill in the below chart with the details of your Theatre Booking Request

Your booking times in the theatre must include the time you need to attend the theatre opening walk through with the Theatre Liaison Office (we recommend allocating a minimum of 15 minutes), review of booking details and TPL equipment in use, load in, set up, rehearsal, host performance, tear down, load out and clean the theater, dressing room and back stage areas (we recommend allocating a minimum of 30 minutes, more time may be needed depending on spaces used), and theatre closing walk through with the Theatre Liaison Officer.

Once your booking is confirmed, requests to adjust your booking start or end times must be submitted a minimum of **60 days prior** to your booking. Approval of the adjusted times is subject to theatre and theatre resources availability.

Dates & Times Requested (all fields are required)

Theatre Location	Date(s)	Client arrival time	Performance start time	Performance end time	Client departure time

Alternate Dates



***Note:** For additional dates, please attach another sheet if necessary.

Extras required?

☐ Video Projector

Half Day Rental – applied to half day theatre rentals - \$55.00

Full Day Rental – applies to full day theatre Rentals - \$110.00

☐ Piano

Half Day Rental – applied to half day theatre rentals - \$50.00

Full Day Rental – applies to full day theatre Rentals - \$100.00

Additional notes:

Questionnaire: All fields are required.

What type of production are you planning?

What is the name of the production?

Please provide a brief description of the set.

What is the estimated attendance?

What are the purpose and subject matter of the booking?
(provide a detailed response, including names of any guest speakers or performers, etc.)

Will the booking be open to and advertised to the public?

☐ Yes ☐ No

Note: posters, flyers or banners or other means of advertising or soliciting attention from the public for your booking is not permitted in the library and all advertising or promotional material must include the statement: "This is not a Toronto Public Library event.".

Will you be photographing or filming your booking?

☐ Yes ☐ No

Note: photographing, filming or video recording of library staff and users on library property must not be conducted without prior written approval of the Library

Will you be permitting photography or filming during the booking by participants?

☐ Yes ☐ No

Note: photographing, filming or video recording of library staff and users on library property must not be conducted without prior written approval of the Library

Will food or beverage be available during the booking?

☐ Yes ☐ No

- a) Note: heating equipment, including kettles, coffee pots and food warmers are not permitted. Please note that alcohol is not permitted in community rooms or theatres during library open hours. Exceptions for after-hours events may be considered on a case-by-case basis and must receive prior approval from a designated library representative.

Please email completed application to roombookingunit@tpl.ca.