



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.

Annual Theatre Rental Application

This form will be accepted from **June 1 to June 30, 2026 only**, and is for dates in the following calendar year (January 1, 2027 – December 31, 2027)

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

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: All fields are required

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.

Additional Requirements:

Video Projector

Yes No

Piano

Yes No

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

Note: heating equipment, including kettles, coffee pots and food warmers are not permitted.

Please email completed application to roombookingunit@tpl.ca.