



**2017 CARASSAUGA PAVILION APPLICATION
(PLEASE PRINT CLEARLY)**

Country you are applying to represent: _____

Name of organization: _____

Complete address of organization: _____

Date of Annual General Meeting/Elections: _____

Current Number of Members: _____

Percent of Members who are Mississauga Residents: _____

Number of Years in Operation: _____

Is your Organization Incorporated? _____

If yes, what is your Incorporation Number: _____

Is your Organization a Not-For-Profit? _____

**PLEASE LIST ANY COMMUNITY EVENTS, CAMPAIGNS OR OTHER MULTICULTURAL FESTIVALS THAT YOUR ORGANIZATION HAS BEEN INVOLVED IN.
(Please include dates)**

NAME OF EVENT	DATE

CONTACTS

EXECUTIVE DIRECTORS (Please list 2 Executive names from your sponsoring organization's Board of Directors who will be DECISION MAKING contacts)

NAME:	NAME:
POSITION:	POSITION:
ADDRESS:	ADDRESS:
TELEPHONE: () () ()	TELEPHONE: () () ()
HOME WORK CELL	HOME WORK CELL
EMAIL:	EMAIL:

APPOINTED PAVILION CHAIRPERSON	ALTERNATE CHAIRPERSON
NAME:	NAME:
ADDRESS:	ADDRESS:
TELEPHONE: () () ()	TELEPHONE: () () ()
HOME WORK CELL	HOME WORK CELL
EMAIL:	EMAIL:

Facility Requirements: Do you have your own facility? Yes _____ No _____

If **"YES"**, please complete the following.

Name of building: _____

Address: _____

Capacity for LLBO Event: _____ Parking Capacity _____

Has your facility been licensed by the City for a "Public Hall License"? _____

If **"NO"**, please indicate your preferred public facility.

- | | |
|--|---|
| <input type="checkbox"/> Burnhamthorpe Community Centre
<input type="checkbox"/> Frank McKechnie Community Centre
<input type="checkbox"/> Mississauga Valley Community Centre | <input type="checkbox"/> Carmen Corbasson Community Centre
<input type="checkbox"/> Hershey Community Rinks / SportZone
<input type="checkbox"/> Hershey Outdoor Tent |
|--|---|

NOTE: First priority in allocating City Community Centres will be given to returning Pavilions operating groups in good standing.

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:

- Cheque payable to Carassauga Festival Inc for \$ 800.00 - **NON-REFUNDABLE (see page 4 for more details)**
- Projected 2017 Pavilion Operating Budget (expenditure & revenues)
- A convincing sales and marketing plan to sell at least 450 Advance Passports
- A copy of your organization's most current Annual General Meeting minutes
- A copy of your organization's most current constitution and/or by-laws
- A list of your organization's Board of Directors' names and addresses
- Letters of reference from organizations (community partners)
- Most recent financial statement

SIGNATURES

Our Pavilion-Sponsoring Organization has read and agrees to abide by all the Pavilion Requirements, which are outlined in Appendix A on the attached form that accompanies this application. We understand that non-compliance with any of these requirements may result in forfeiture of our right to participate in the present and/or future of Carassauga Festivals.

EXECUTIVE 1: _____

EXECUTIVE 2: _____

SIGNATURE: _____

SIGNATURE: _____

POSITION: _____

POSITION: _____

DATE: _____

DATE: _____

NOTES:

This application will not be considered complete and valid unless:

- All above questions are answered;
- 2 executives from your Sponsoring Organization sign the application to acknowledge they've read the Pavilion Requirement pages enclosed and will be representatives for their organization.

The 2016/17 application and supporting documents as outlined must be returned to the Carassauga Festival Office at the Hershey SportZone, 5600 Rose Cherry Place, 2nd Floor, Mississauga, L4Z 4B6 on or before October 7th, 2016 by 5:00 pm. Please call 905-615-3010 to make arrangements for drop-off.

Once your application is received it will be reviewed and if you are a new organization applying to the Festival, members of the Carassauga Board will arrange an interview with your organization.

Thank you for your co-operation and we look forward to working with you.



APPENDIX A

CARASSAUGA FESTIVAL GUIDE TO HOSTING A PAVILION

Carassauga is a registered not-for-profit volunteer-based community organization. It is Mississauga's largest city-wide cultural event now entering its 32nd consecutive year. Carassauga Pavilions feature a wide variety of activities depicting many cultures that are showcased in both city facilities and private halls throughout the city.

Each Pavilion showcases its country's heritage through cultural art, displays, food, and entertainment. More than 5,000 volunteers work tirelessly to ensure the success of the annual Festival. The goal of Carassauga is to organize a City-wide multicultural festival to promote understanding, respect and co-operation among all Canadians of different heritage.

CARASSAUGA PAVILION REQUIREMENTS

To organize a Pavilion to operate inside Mississauga's boundaries your group must be formed by a non-profit organization; each Pavilion group must display the cultural expressions, history, cuisine, music, values and customs from their home country to the fullest degree of representation possible, with an atmosphere of warm congeniality and festive decoration and in a presentable manner that strives for excellence.

A Pavilion must represent a country or geographical area defined as:

- Independent countries by membership list of the United Nations.
- Geographic region whose countries share a common linguistic, racial, ethnic heritage.

Each Pavilion must complete and submit a Pavilion application form by **October 7th, 2016**, accompanied by the following:

- Application fee of **\$800.00** made payable to the Carassauga Festival Inc. This is **non-refundable** and represents your purchase of the first 200 advance passports at \$4.00 for resale at \$10.00 each;
- An operating budget for 2016-2017, which shows a fundraising or sponsor plan to ensure a break-even budget;
- A convincing written sales plan to outline how your organization will sell at least **450** advance passports, including the number of volunteer sales agents and identification of public sales outlets you will use;
- A copy of your organization's most current Annual General Meeting minutes.
- A copy of your organization's most current constitution and by-laws
- A list of your organization's Board of Directors' names and addresses

NOTE: All applicants must have paid any debts from any previous Pavilion operation that is owing to Carassauga or the City. Failure to comply renders the application unacceptable. Also late or incomplete applications will not be accepted.

It is your organization's responsibility to keep the Carassauga Festival updated regarding your activities over the year so that we may promote your Pavilion. Also notify us of any changes in your Board of Directors. .

1. **As soon as they are available**, each Pavilion is to complete and submit the following:
 - Passport Page Information Form
 - Signed LLBO Permit Application
 - Signed Rental Contract for a City-operated Community Centre (where appropriate). The rental fee is to be paid in full to the City no later than 30 days after the Festival
2. Each Pavilion is to participate in passport sales and other Carassauga fundraising activities as follows:
 - **ADVANCE PASSPORTS** can be purchased for **\$4.00** each to be resold to the public for **\$10.00**. **AT-DOOR PASSPORTS** can be purchased for **\$9.00** each and resold to the public for **\$12.00**. **All passports are purchased from the Carassauga Office.**
3. At least one representative from each Pavilion must attend all Carassauga Pavilion meetings including the annual retreat meeting. Any member group for which both the voting delegates are absent at three consecutive meetings without satisfactory reason may be asked to qualify their group's intention regarding participation in the Carassauga Festival. The meeting schedule will be distributed at the first Pavilion meeting.
4. Each Pavilion chairperson and/or alternate chairperson is required to keep their organization aware of Carassauga activities and requirements.
5. Each Pavilion must provide representatives in national dress to appear at Carassauga promotional events. The Board of Directors will strive to give at least two weeks' notice wherever possible.
6. Each Pavilion is expected to co-ordinate their Pavilion operation to comply with standards to be determined by Carassauga including:
 - Days and hours of operation
 - Pricing of beverages
 - Advertising & Marketing initiatives
 - Any exclusive uses/sales of sponsor's products
 - Entertainment schedules
7. Each Pavilion must meet all requirements directed by Mississauga Fire, Peel Health, Peel Regional Police, LLBO and Recreation and Parks.
8. Pavilions may not directly approach elected officials at any government level in connection with their Carassauga Pavilion or on behalf of the Festival unless approved in advance by the Carassauga Board of Directors.

9. Pavilions located in City Community Centres must meet at least eight weeks in advance with their Community Centre Manager to review site plans. The purpose for the meeting would be to co-ordinate the following arrangements, if applicable:

- Set up / take down times, use of the lobby for passport stamping table and any decorations, Security for displays, Liquor storage areas and cash on hand
- Detailed floor plan of your Pavilion setup with Electrical requirements, food preparation location. Staging requirements and change rooms for performers
- Locations for table and chair arrangements, garbage bins and posters / banners, decoration restrictions

NOTE: Extraordinary electrical requests beyond what is normally available in the building will be charged back to the group.

11. All Pavilions are required to provide a detailed food menu outline to the Peel Health Department using forms provided by the Health Department. Each Pavilion's food handlers are required to attend a meeting arranged by Carassauga with the Region of Peel Health.
12. All Pavilions are required to provide a detailed floor plan of their Pavilion layout to the Fire Department at least 1 month prior to the Festival.
13. Each Pavilion is required to assign a minimum of one Fire Warden. This person would be responsible for attending the annual Fire Department presentation. This person would be responsible for following the fire department requirements.
14. All subsidies will be withheld from a Pavilion who delays in paying their bills.
15. The Pavilions are allowed to have a maximum of 3 vendors for commercial, non-cultural-related booths. All requests must be submitted to the Carassauga Board of Directors in writing for approval.

We the undersigned have read Appendix A and comprehend the requirements to participate in the Carassauga Festival.

EXECUTIVE 1: _____ EXECUTIVE 2: _____

SIGNATURE: _____ SIGNATURE: _____

POSITION: _____ POSITION: _____

DATE: _____ DATE: _____

PAVILION CHAIR: _____ PAVILION CO-CHAIR: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____