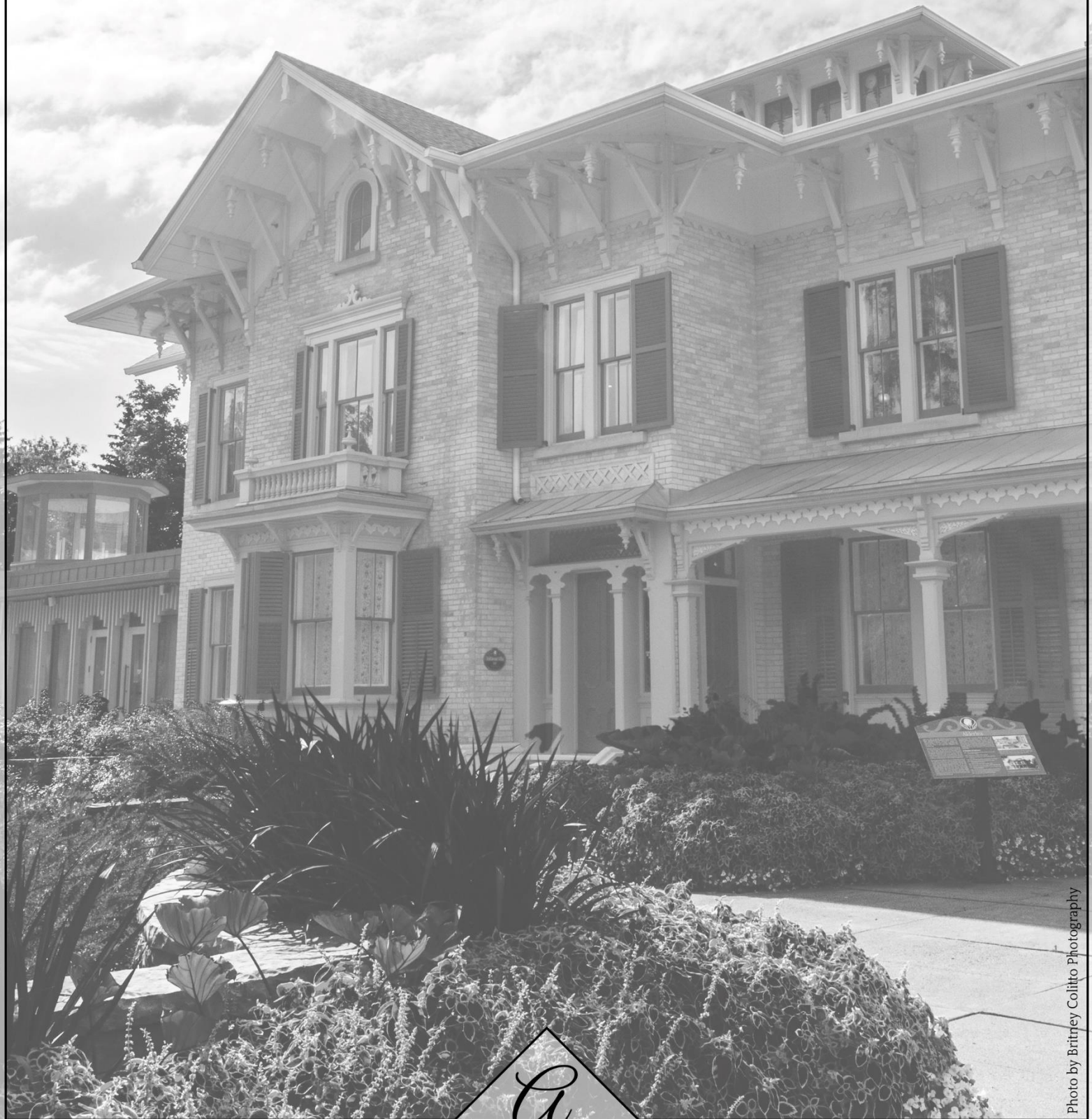


# *The* ALDERLEA



*a*

# The ALDERLEA

## HISTORY OF ALDERLEA

Alderlea, meaning meadow of Alder trees, was constructed circa 1867 for Kenneth Chisholm, businessman, political figure and son-in-law of John Elliott, a founding father of Brampton.

Designed as an Italianate villa, Alderlea is one of Ontario's finest examples of this architectural style. The original grandeur of the estate included a large front lawn and garden, which is now Gage Park, Brampton's first municipal park.

Following the economic depression of the 1890s, the grounds of Alderlea and the adjacent Elliott estate were put up for sale. In 1944, the Royal Canadian Legion purchased Alderlea, which they expanded in 1947 with a two-storey addition called "Memorial Hall" to accommodate soldiers returning home from service in World War II. The City of Brampton purchased Alderlea as part of its sesquicentennial. The rejuvenation began in 2010, and involved selective demolition, heritage restoration, adaptive reuse, and a complementary addition.

The main floor showcases eleven-foot ceilings, stunning decorative plasterwork, large wood moulding and trim, marble fireplaces, and a marvellous set of pocket doors with etched glass that allude to the opulence of the mansion's past. Many of these features were hidden under walls and ceilings for decades, like treasures waiting to be discovered.

Alderlea stands as a monument to Brampton's heritage, showcases the successful blend of classic and contemporary, and exemplifies the City's commitment to cultural heritage conservation. Alderlea awaits you!



### A Timeline of Alderlea

- 1867 - 1870: Alderlea is built for Kenneth Chisholm
- 1902: Large portion of Alderlea estate severed
- 1903: Sir William Gage donates part of the former estate for a public park
- 1903: Gage Park becomes the first municipal park in Brampton
- 1916: Alderlea purchased by the Salvation Army, under Commissioner T. B. Coombs
- 1944: Alderlea sold to the Royal Canadian Legion
- 1947: Legion builds a two-story addition called "Memorial Hall"
- 2001: Alderlea is designated under the Ontario Heritage Act by the City of Brampton
- 2002: City of Brampton purchases Alderlea from the Legion
- 2010: City of Brampton begins rehabilitation of Alderlea
- 2015: Alderlea opens as a special event space



# The ALDERLEA

## REQUEST FOR RESERVATION

### *Client Information:*

\_\_\_\_\_  
Signing Authority/Name on Contract

\_\_\_\_\_  
Birthdate (For client profile)

\_\_\_\_\_  
Mailing Address (Including postal code)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Organization Name (If Applicable)

\_\_\_\_\_  
Charity Number (If Applicable)

Is the main point of contact the same as the Signing Authority?

☐ Yes ☐ No

If not, please fill out below:

\_\_\_\_\_  
Main Point of Contact Name

\_\_\_\_\_  
Relation to Name on Contract (e.g. Mother,  
Father, Wedding Planner etc.)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

### *Event Information:*

\_\_\_\_\_  
Type of Event (e.g. Wedding, Bridal Shower, Meeting, Birthday etc.)

\_\_\_\_\_  
Preferred Date

\_\_\_\_\_  
Name of Event (If Applicable)

\_\_\_\_\_  
Timing of Event

Expected Attendance: ☐ 1 – 50 people ☐ 51 – 75 people ☐ 76 – 100 people ☐ 101 – 120 people



# The ALDERLEA

Playing Music:

☐ Yes ☐ No

If Playing Music:

☐ DJ ☐ Live Music ☐ In-House Radio ☐ Other\*

*\*(i.e. Phone, iPod, Laptop etc.)*

Dancing:

☐ Yes ☐ No

Catering Company:

☐ Aura by Cashew and Clive  
☐ Undecided

☐ Feast Your Eyes  
☐ No Catering\*

☐ TK's Catering

*\*Food/beverage may only be provided by one of the three (3) Alderlea caterers*

Serving Alcohol:

☐ Yes ☐ No

I agree that if this reservation is accepted, I will pay the 20% non-refundable deposit within ten (10) business days of the agreement being issued.

I agree to pay the remaining balance thirty (30) days prior to my event date in addition to a \$307.50 damage deposit. This damage deposit will be refunded to the Agreement Holder following the event, provided that the area is left clean and free of damage.

If my event is booked less than thirty (30) days before the event date, I agree to pay in full upon booking.

\_\_\_\_\_  
SIGNING AUTHORITY/NAME ON CONTRACT  
(PRINT)

\_\_\_\_\_  
SIGNING AUTHORITY/NAME ON CONTRACT  
(SIGNATURE)

\_\_\_\_\_  
DATE



Poetic Stone Studios | The Wed Planner | Envision Floral Studio | Event Rental Group | Patricias Cake Creations | RSVP by Whim

40 Elizabeth Street South  
Brampton, ON, L6Y 1R1

thealderlea.ca  
alderlea@brampton.ca



# The ALDERLEA

## EVENT RULES AND REGULATIONS

### Pricing

- The pricing and information contained within the Alderlea Rental Rates and this document are subject to change without notice
- Prices are subject to HST

### Venue Fee

- Alderlea Rental Rates (Appendix A)
- Catering costs are in addition to the Alderlea Rental Rates. Clients must contact the caterers directly for quotes and services.
- The Alderlea venue fee includes the following:
  - o Access to the Outside Grounds, the Parlour, the Pavilion, the Chisholm Room and on-site parking
  - o Chiavari chairs and banquet tables (including set-up and tear down)
  - o City of Brampton Representative on-site for the duration of the event
  - o Consultation meeting with Facility Support Associate
  - o Photo shoot fees (for social and corporate events)
  - o Key access to a safe
  - o Easels/Flip chart stand
  - o Podium
  - o Adjustable lighting system
  - o In-house audio-visual equipment (e.g. wireless microphones, projector, screen etc.)
  - o One final details meeting with Facility Support Associate and Facility Technician Lead (maximum 1 week prior to event)

### Payments & Cancellations

- In order to reserve your date:
  - o Signed and submitted copy of the request for reservation form
  - o Signed, initialed and submitted event rules and regulations
- Bookings may only be made up to one (1) year in advance unless approved by the Director or designated Department Representative
- Payment structure for events booked more than thirty (30) days in advance consists of:
  - o Signed rental Agreement and 20% non-refundable deposit within ten (10) business days of Agreement being issued
  - o Remaining balance required thirty (30) days prior to the event date
  - o \$307.50 damage deposit required thirty (30) days prior to the event date
- Payment structure for events booked less than thirty (30) days before the event date consists of:
  - o Signed rental Agreement and balance including \$307.50 damage deposit must be paid in full upon booking

**Non-Refundable Deposit & Balance** — A 20% non-refundable deposit is required for all bookings. Failure by the Agreement Holder to return this Agreement signed and with the applicable non-refundable deposit within ten (10) days of the Agreement being issued to that person will result in cancellation of the reservation of the Facility. The Agreement balance is required thirty (30) days prior to the use of the Facility or as outlined on the Agreement. Failure to comply with this payment requirement shall result in the cancellation of the use of any unpaid dates or times at the Facility.

### Damage Deposit

- The Agreement Holder is responsible for leaving the facility in the same condition as it was when they entered onto it
- A damage deposit of \$307.50 is required thirty (30) days prior to the event date. The damage deposit will be returned to the Agreement Holder following the event, provided that the area is left clean and free of damage. In the case of damages, additional charges may apply
  - o Receipt of the refunded amount may take up to five (5) business days for credit card payments and up to six (6) weeks for cash/debit/cheque payments

**Debt to the City** — Agreement Holders who owe funds to the City will not be considered for any future rental requests until their account has been paid in full.

**Cancellation by the City** — The City reserves the right to cancel this Agreement without notice or reimbursement should there be a breach of any terms of this Agreement or any conditions or regulations related to the use of the Facility; should the Department be of the opinion that the premises are not being used exclusively for the purpose specified on the Agreement; for emergency purposes; if the use poses a safety risk or may in any way conflict with City By-laws, policies, or the reputation the City. The Agreement Holder agrees that upon such cancellation there will be no claim or right to any damages, or reimbursement on account of any loss, damage, or expense whatsoever. The City also reserves the right to cancel any booking on short notice for purposes including (but not limited to): special events, conflicting bookings; bookings made under a false pretence, mechanical problems; or weather conditions. Under such circumstance, the City will reimburse the Agreement Holder of any associated payments made previously to the City but not those that have been incurred to a third party.

INITIAL: ☐

Page | 1



# The ALDERLEA

**Cancellation by Agreement Holder** – The Agreement Holder must notify the designated Department representative in writing two (2) weeks in advance of the confirmed booking date of any cancellation. Failure to do so will result in forfeiture of the full amount paid to the City. Refunds requested in accordance with this clause will be made up to 80% of the contracted price, at the discretion of the designated Department representative. The Agreement Holder must notify the designated Department representative in writing two (2) weeks in advance of the confirmed booking date to request to reschedule. The City and the Agreement Holder may agree where reasonable to transfer the date of the function up to one (1) year from the original date or, retain the deposit in the name of the client, to be applied for a future new event booking.

**No Future Priority** – The issuance of this Agreement does not guarantee the Agreement Holder booking priority for future individual or seasonal rentals or the future use of the facility.

## Access to Alderlea Pre-Event

- The Agreement Holder is permitted to have one (1) final details meeting at Alderlea with the Facility Support Associate and/or Facility Technician Lead maximum one (1) week prior to the event date. Family, friends and/or vendors are permitted at the final details meeting.
- Final details meetings are by **appointment only**. Please contact the Facility Support Associate to set up an appointment. Drop in visits will not be accommodated
- Rehearsals are not considered a walkthrough and additional fees will apply for the use of Alderlea for rehearsals

## Access to Alderlea on Event Day

- If an event is booked for the full day, the Agreement Holder and applicable vendors (with the exception of the Alderlea caterers) have access to Alderlea from 10:00am – 1:00am which includes the clients set-up and tear-down
- If an event is booked for six (6) hours or less, the Agreement Holder and applicable vendors (with the exception of the Alderlea caterers), have access to Alderlea during the time period indicated on the Agreement, which includes the client's set-up and tear-down
- All equipment, décor and persons must be off the premises at the end time as stated on the Agreement or an overtime fee of \$358.75/hour may be charged

## Insurance

- The Agreement Holder shall obtain Commercial General Liability insurance, at their own expense, with an inclusive limit of not less than \$5 million per occurrence for high risk category activities, against all claims, and shall provide the City of Brampton with proof of insurance coverage on a form provided by the City of Brampton
- Insurance can be provided through the Agreement Holder's own Insurance Policy or purchased through the City of Brampton's Liability Insurance Program

## Saturday Rentals

- Saturday rentals can only be booked for the full day; full day rental rates will apply

## Photo/Video Shoot Requests

- Photo shoot fees are only applied for stand-alone photoshoots. All photo shoot fees are included in all event bookings.
- Photo/video shoot requests for a Saturday will only be confirmed the week of the requested date when available
- Drones are **not permitted** on the premises (including outside)

## Catering

- Catering costs are in addition to the Alderlea Rental Rates
- Alderlea has three (3) preferred Caterers/Event Specialists to service and plan all events and are the **only** caterers permitted to cater (food/beverage) for events held at Alderlea (Appendix B)
- Outside caterers are **not permitted**
- Event food and beverage are **not permitted** on the outside premises of Alderlea or in the parking lot
- A 15% Landmark Levy on the cost of food, beverage and catering staff will be added by the caterer to the catering invoice. These funds assist to preserve and promote Alderlea for the benefit and enjoyment of present and future generations.

## Admission Fee

- Admission fees may be charged by the Agreement Holder in order to attend a private event held at Alderlea, with approval by the designated Department Representative

INITIAL: ☐



# The ALDERLEA

## Selling of Goods/Services

- The selling of goods and services is **not permitted** at Alderlea

## Entertainment/Music

- Clients are welcome to provide their own DJ/live entertainment.
- To maintain the integrity of our space, clients/DJ/entertainment services are required to use the Alderlea in-house speaker system and are **not permitted** to bring in their own speakers
- The Agreement Holder is responsible for any music licensing costs in connection with this Agreement as collected on behalf of the Society of Composers, Authors and Music Publishers of Canada (SOCAN) and remitted by the City of Brampton to the applicable organization, if any music, live or pre-recorded, is played at any event
- During your event, we ask that you keep the music volume moderate due to the City of Brampton [Noise By-Law 93-84](#). City of Brampton staff reserve the right to adjust the volume as necessary
- Music must end at the conclusion of your event or by 1:00am

## Rentals/Décor

- Clients are welcome to provide their own rental/décor vendors
- Decorations may be used in The Alderlea, however they are **not permitted** to be secured or fastened on the walls or ceilings
- Decorative structures may be permitted inside and on the outside premises of The Alderlea, with approval by the designated Department Representative
- Set-up and tear-down of all décor items is the responsibility of the Agreement Holder.
- Rice, glitter, loose petals and confetti are **not permitted** on the premises
  - o An additional \$256.25 clean-up fee will apply if rice, glitter, loose petals or confetti are used

## Open Flame

- Open flame is **not permitted** inside The Alderlea or on the premises at any time
- Fireworks and sparklers are **not permitted** on the premises at any time (including outside)

## Smoking

- Smoking is **not permitted** inside The Alderlea. Designated areas for smoking are set-up outside The Alderlea (see [Smoke Free By-Law 115-99](#))

## Alcohol

- If alcohol will be consumed on City Property, the Agreement Holder must obtain a liquor permit prior to the event and must abide by any conditions indicated. The Alderlea caterers can assist in obtaining the applicable license/permit for your event
- The catering staff are the only persons permitted to serve alcohol to you and your guests
- Alcohol may be consumed inside The Alderlea (with an appropriate Special Occasion Permit)
- Alcohol is **not permitted** on the outside premises of The Alderlea or in the parking lot
- The Agreement Holder must submit to the City of Brampton proof of permit no less than fourteen (14) days prior to the event. The Agreement Holder shall comply with any laws, municipal policies and by-laws dealing with alcohol consumption on City Property

## Parking

- The Alderlea has 23 parking spaces and 4 accessibility spaces. Overflow parking may be made available at City Hall and West Tower; parking fees may apply
- Guests are **not permitted** to leave their vehicle overnight in the Alderlea parking lot. If vehicles are required to be left overnight, they must be moved to Brampton City Hall or West Tower prior to the end of the event (charges may apply)

## Security

- The City of Brampton reserves the right to require Security and/or paid-duty Police Officers at any event at the expense of the Agreement Holder, which will be determined by The City of Brampton's Security Services. The City of Brampton will notify the Agreement Holder if Security and/or Police presence is required, prior to the use of Alderlea
- The City of Brampton has the right to remove and ban any person or persons from the property due to excessive intoxication, physical or verbal abuse towards staff or guests, and vandalism
- The City of Brampton has the right to monitor for compliance on the occupancy numbers of the facility
- The City of Brampton is not responsible for any lost, stolen or damaged items either on the premises or in the parking lot

INITIAL: ☐

40 Elizabeth Street South  
Brampton, ON, L6Y 1R1

thealderlea.ca  
alderlea@brampton.ca



BRAMPTON



# The ALDERLEA

## COVID-19 Health and Safety Measures

- The Agreement Holder must keep attendance limited by the Ontario Provincial Order
- All staff, vendors, Agreement Holder and guests will abide by proper social distancing requirements (2m or 6ft)
- Use of personal protective equipment (PPE) by all staff, vendors, Agreement Holder and guests (masks and gloves where appropriate)
- Awareness raising signage will be posted in common areas (hallways, washrooms, elevators, lobbies, kitchens) to communicate social distancing and precautionary measures with staff, vendors, clients and guests
- Hand sanitizing stations will be available throughout all facilities ensuring that all entrances and exterior washroom areas
- Sanitization and disinfection of all equipment and high touch point areas in-between weddings following the Facilities Operations and Management protocol
- The Agreement Holder, guests, staff and vendors will follow the one-direction flow in and out the building
- If a staff member, client, vendor or guest feels unwell or exhibits any COVID-19 symptoms, they will be isolated in the Morning Room with both doors closed and will exit through the historic red front door
- In the case of an emergency or fire alarm, all staff, vendors, clients and guests will evacuate the building via the designated exit doors, walking in an orderly fashion and proceed to Elizabeth St. (the designated assembly area) and physically distance (2m or 6ft)

INITIAL:

## ACKNOWLEDGEMENT

I have read and understand the event rules and regulations outlined on the preceding pages of this agreement and agree to comply with said conditions.

\_\_\_\_\_  
SIGNING AUTHORITY/NAME ON CONTRACT  
(PRINT)

\_\_\_\_\_  
SIGNING AUTHORITY/NAME ON CONTRACT  
(SIGNATURE)

\_\_\_\_\_  
DATE





# The ALDERLEA

## APPENDIX A RENTAL RATES 2021

### Conference/Meeting (Full Day):

Tuesday - Thursday	January – December	\$753.38
Friday - Sunday	January – December	\$6,457.50

### Social Event (Full Day):

Tuesday – Thursday	January – December	\$1,291.50
Friday	January – April	\$1,829.63
Friday	May – December	\$1,937.25
Saturday, Sunday	January – April	\$2,044.88
Saturday, Sunday	May, October – December	\$2,475.38
Saturday, Sunday	June – September	\$2,905.88

*\*\*Photo shoot fees are included in the price*

### Social Event (Up to 6 hours):

Tuesday – Thursday	January – December	\$516.60
Friday	January – April	\$731.85
Friday	May – December	\$774.90
Sunday	January – April	\$817.95
Sunday	May, October – December	\$990.15
Sunday	June – September	\$1,162.35

*\*Saturday rentals can only be booked for the full day; full day rental rates will apply*

*\*\*Photo shoot fees are included in the price*

### Community Groups Meeting/Event (Full Day):

Tuesday – Thursday	January – December	\$322.88
Friday – Sunday	January – December	\$645.75

### Community Groups Meeting/Event (Up to 6 hours):

Friday	January – December	\$389.50
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### Photo Shoots (2 hour minimum):

Monday – Friday, Sunday	Inside and Outside Grounds	\$164/hour
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*\*Photo shoot requests for a Saturday will only be confirmed the week of the requested date when available*

### Video/Film Shoots (Full Day):

Tuesday – Sunday	Set up/Dismantle Days	\$2,152.50
Tuesday – Sunday	Film Days	\$4,305.00

**†Social Event** is defined as any sort of gathering where the purpose is to bring people together in a group so they can socialize including dances, birthday parties, baby showers, wedding showers, bachelors/bachelorettes and weddings etc.

**‡Community Groups** are defined as a non-incorporated or non-profit organization such as a club, society, or association that is organized and operated solely for social welfare, civic improvement, recreation or related purpose excluding profit.



# The ALDERLEA

## APPENDIX B CATERING AND EVENT SPECIALIST LIST

*The Alderlea facility has three (3) Caterers/Event Specialists to service and plan all events and are the only caterers permitted to cater (food/beverage) for events held at Alderlea. The Alderlea caterers provide a wide variety of menus and pricing options; they also accommodate customized requests. Any one of these three caterers can also provide event planning services, décor and rental options, arranging of liquor licenses, etc.*

---

### **Aura by Cashew & Clive**

147 Citation Drive, Unit 30  
Concord, ON L4K 2P8

Contact: Roy Erez  
Phone: 289-588-1519  
Email: [events@cashewandclive.com](mailto:events@cashewandclive.com)

---

### **Feast Your Eyes**

23 McMurphy Avenue North  
Brampton, ON L6X 1X4

Contact: Paula D'Uva  
Phone: 905-454-0159  
Email: [paula@feastyoureyes.ca](mailto:paula@feastyoureyes.ca)

---

### **Tk's Catering**

27 Fisherman Drive  
Brampton, ON L7A 1E2

Contact: Ashley Melchionna  
Phone: 905-846-1982  
Email: [tkscatering@gmail.com](mailto:tkscatering@gmail.com)

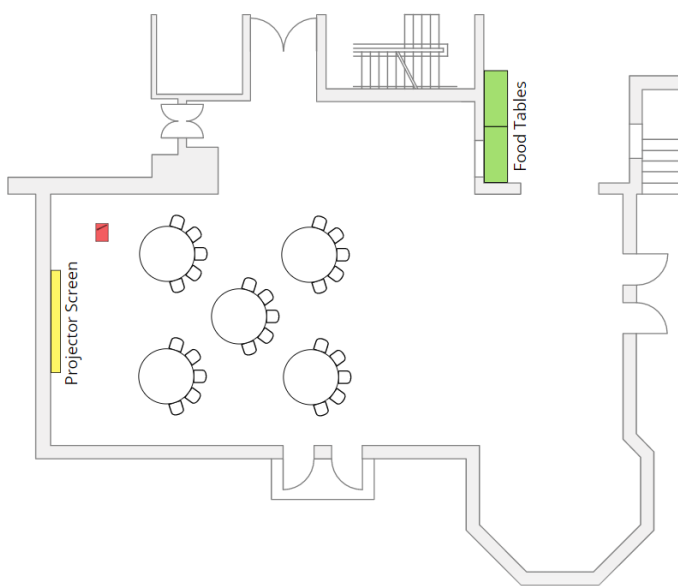
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**Please note:** A 15% Landmark Levy on the cost of food, beverage and catering staff will be added by the caterer to the catering invoice. These funds assist to preserve and promote Alderlea for the benefit and enjoyment of present and future generations.

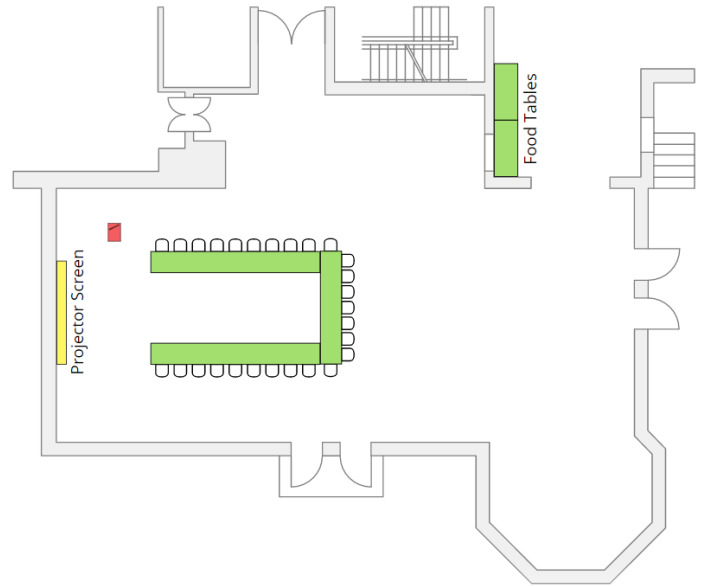


# The ALDERLEA

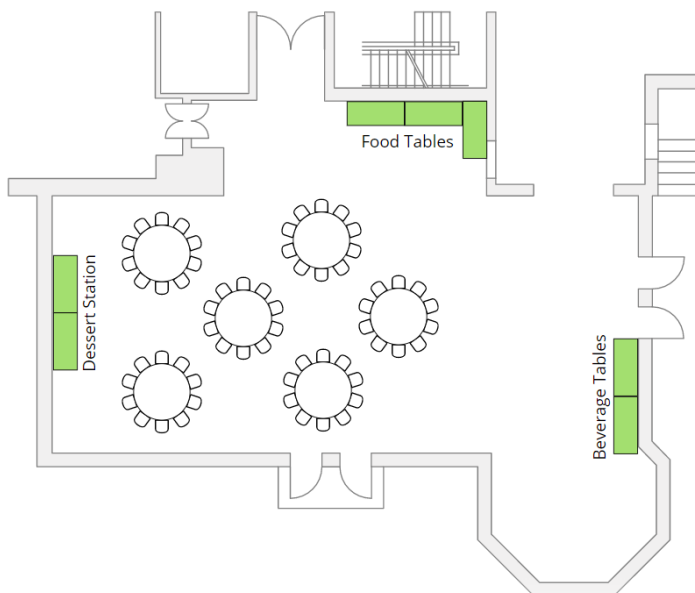
## APPENDIX C SAMPLE FLOOR PLAN LAYOUTS



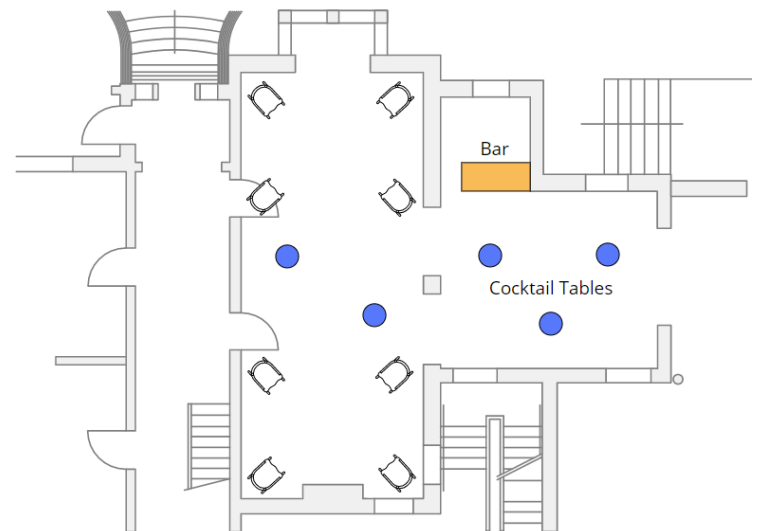
**Pavilion - Meeting/Conference  
Sample Setup 1**



**Pavilion - Meeting/Conference  
Sample Setup 2**



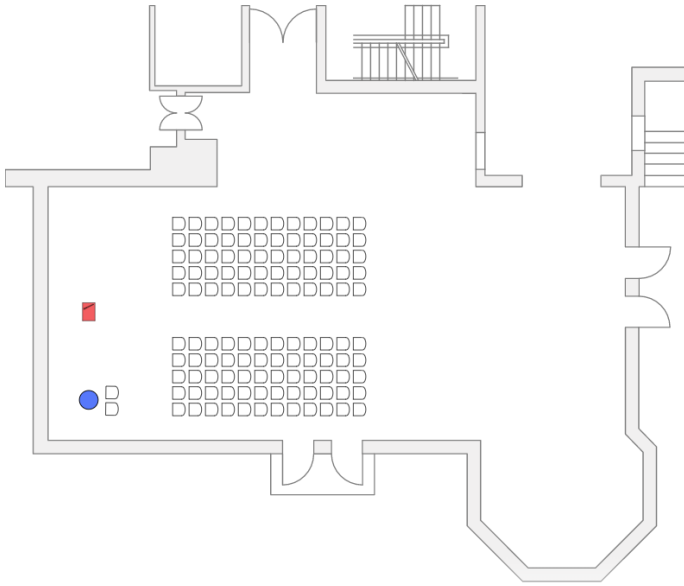
**Pavilion - Wedding/Baby Shower  
Sample Setup (up to 100 people)**



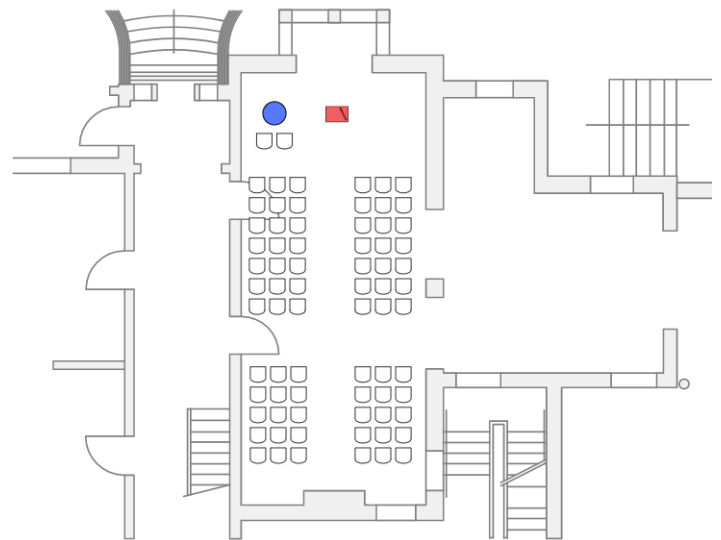
**Parlour - Cocktail Hour/Shower Bar  
Sample Setup**

# The ALDERLEA

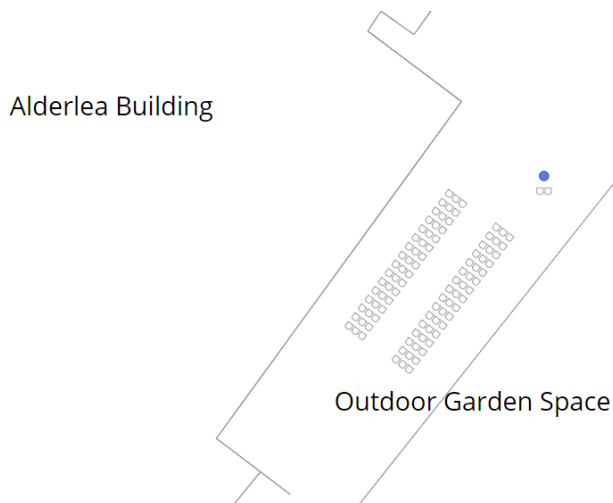
## APPENDIX C SAMPLE FLOOR PLAN LAYOUTS



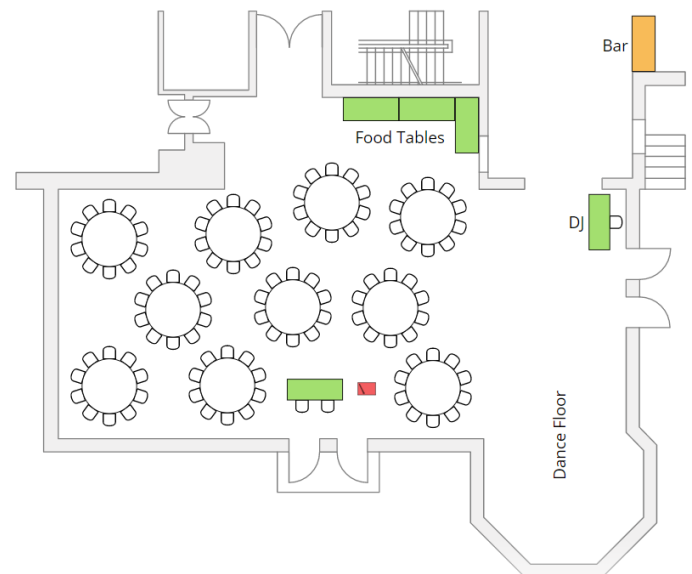
**Pavilion - Wedding Ceremony**  
Sample Setup (up to 120 people)



**Parlour - Wedding Ceremony**  
Sample Setup (up to 60 people)



**Outdoor Property - Wedding Ceremony**  
Sample Setup (up to 120 people)



**Pavilion - Wedding Reception**  
Sample Setup (up to 100 people)



40 Elizabeth Street South  
Brampton, ON, L6Y 1R1



[thealderlea.ca](http://thealderlea.ca)  
[alderlea@brampton.ca](mailto:alderlea@brampton.ca)

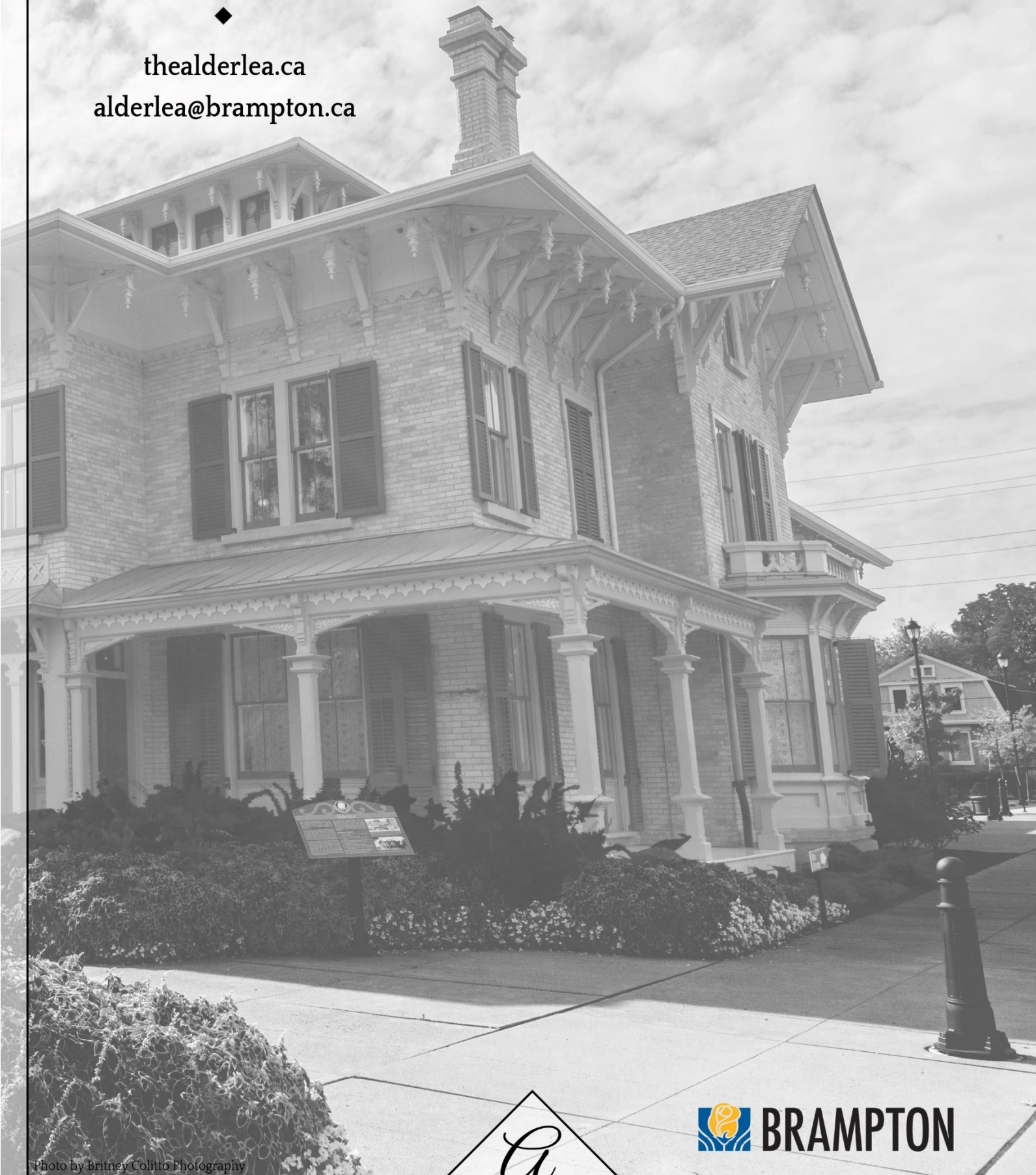


Photo by Britney Colitto Photography

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**BRAMPTON**