

Charitable Exemption Questionnaire

Applicant Information

1. Name of applicant organization:

Address:

2. Primary Contact:

Title:

Telephone:

Email:

3. Is the applicant a registered charity?

Yes – Canada Revenue Agency registration number:

No

4. Is the applicant's governing document (e.g. letters patent, articles of incorporation, trust, or constitution), including the applicant's charitable objects, attached?

Yes

No

*Please note that proof of the applicant's charitable objects must be provided in order to be considered for the section 32.2(3) exemption.

Event Information

5. Name of event:

6. Date(s) of event:

7. How many performances will be held?

8. Please provide a brief description of the event:

9. Is the event a fundraiser?

Yes – please specify the cause:

No

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10. Will admission be charged for the event?

Yes

No

Part(s) of the event will be free, while admission will be charged for other part(s) of the event.

11. Who is responsible for marketing or advertising the event?

12. Venue(s) and address(es) where event(s) will take place:

13. Type of venue(s) (check all that apply):

Auditorium, Theatre, or Music Hall

Outdoors (e.g. park, street, etc.)

School

Church

Other:

14. Capacity of venue(s):

15. Expected act(s)/performer(s):

16. Has the event been held before?

Yes – date(s) of previous event(s):

No

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17. Is this a recurring event?

Yes

If yes, please specify:

Annual

Semi-annual

Other:

No

18. Has applicant applied for the section 32.2(3) exemption for a previous event?

Yes – date(s) of previous event(s):

No

19. Is the same event taking place in other locations at other times (e.g., as part of a tour)?

Yes

No

Production Details

20. Is the event produced by employees, volunteers or members of the applicant organization?

Yes

No

21. Name(s) of producer(s)/promoter(s) of the event:

22. What is the relationship of the producer(s)/promoter(s) to the applicant (e.g. employee, contractor, volunteer)?

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23. Is the producer/promoter or a production company being paid a fee to produce the event?

Yes

If yes, is the applicant paying the fee? Yes No

No

24. Will the producer(s)/promoter(s) receive a share of the revenue from the event?

Yes

If yes, please indicate type of revenue (check all that apply):

Ticket sales or admission charges

Other:

No

25. Will the applicant select and hire the individual performers who will appear onstage (e.g. singers, musicians, dancers)?

Yes

No

26. Will the applicant have creative control over the performance, including control over the staging, lighting and music selection?

Yes

No

27. In the case of an event with multiple performers, will the applicant select the order of the performers?

Yes

No

28. Are all performers at the event employees, volunteers, or members of the applicant organization?

Yes

No

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Financial Information

29. Are the performers being paid (including any fees, honouraria or per diems) for their services?

Yes

If yes, is the applicant paying the performers? Yes No

No

30. Will the performers receive a share of the revenue from the event?

Yes

If yes, please indicate type of revenue (check all that apply):

Ticket sales or admission charges

Other:

No

31. Will the applicant be providing equipment used during the performance?

Yes No

If yes, indicate the equipment provided:

Lighting

Sound equipment

Scenery

Other:

32. Will the applicant provide all staff and/or volunteers working at the event?

Yes No

If yes, indicate the staff or volunteers provided:

Lighting Technicians

Sound Technicians

Stagehands

Assistants/Runners

Director(s)

Choreographer(s)

Security

Front of House (ushers, bartenders, ticket-takers, etc.)

Other:

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33. Will the applicant receive a share of the revenue from the event?

Yes

If yes, please indicate type of revenue (check all that apply):

Ticket sales or admission charges

Other:

No

34. Will anyone other than the applicant, producer(s)/promoter(s) or performer(s) receive a share of the revenue from the event?

Yes – please specify who will be receiving revenue:

If yes, please indicate type of revenue (check all that apply):

Ticket sales or admission charges

Other:

No

Additional Information*

Please provide any other relevant information in the space below. If space provided is insufficient, additional pages may be attached to this form.

*Optional.