



**TERMS AND CONDITIONS FOR RENTAL/USAGE OF
CITY HALL GROUNDS**

Effective Date: January 2019

Please Read Entire Document Prior To Signing

1. RENTAL FEES

Rental Spaces:	City Hall Steps	City Hall Front Lawn	Nellie’s Walk
Usage Fee	No Fee	\$220 per hour	\$65 per hour Registered Charities – No Fee
Administration Fee (Deposit)	\$30 (non-refundable)		
Town Crier	\$75 per hour		
Custodian	\$85 per hour		
Electrician	\$100 per hour		
Rental of Technical Equipment	Small - \$200 (1 corded microphone, 1 Mic Stand, 2 Speakers (300W) on Stands, Cables, Set up and Strike)		
	Medium - \$400 (1 corded microphone, 1 Mic Stand, Mixer (allows for other content to be played), 2 speakers (1200W) on stands, Cables, Set up and Strike)		
	Large - \$1,200 (2 wireless microphones, 2 microphone stands, digital mixer, 4 speakers (1200W) on stands, 2 sub-woofer speakers, Cables, Set up and Strike)		
Technical Operator	1 st hour included in Rental of Technical Equipment Additional Hours: \$50 per hour		
Barricades	\$5 each + \$200 (delivery & collection)		

- 1.1 **Usage Fee:** This fee is charged from the start of the function until the end of the event or anytime thereafter including setup, breakdown and cleanup. Full payment of usage fees is due prior to first booking date. Any balance, thereafter the function will be invoiced at the end of the calendar month or thirty (30) days after the last event date, whichever is later.
- 1.2 **Administration Fee:** This non-refundable fee is due upon signing and submission of this application form.
- 1.3 **Town Crier Fee:** When the Mayor is required to open for an event, the Town Crier will be required to present the Mayor, by which protocol for the event will then be set.
- 1.4 **Custodian Fee:** A Custodian maybe required to be on duty. The renter must confirm at least two weeks in advance with the Event Project Manager what hours staff are being requested. At least one Custodian maybe required at the discretion of the City. The Custodian(s) will have a time sheet to be signed by the

Initials ____

event organizer. If the renter fails to sign a time sheet at the end of the event an hourly rate will be charged until the custodian leaves.

- 1.5 Electrician Fee: The Electrician is required any time an electrical connection is requested and he will have a time sheet to be signed by an event organizer. Logistical requirements should be clarified at least two weeks prior to the event date including a site visit when necessary.
- 1.6 Barricades: Delivery and collection is required by City staff and does not include the set-up of the barricades.
- 1.7 Rental of Technical Equipment: All packages listed above are basic and includes an operator for 1 hour, additional hours will be billed separately. Each package can be modified or adapted to suit specific needs, additional expenses can be negotiated as required. For events occurring during hours of darkness, lighting packages are also available starting at \$400.00. Events requiring Technical Equipment must be booked and details confirmed a minimum of seven (7) business days prior to the event date. The Event Project Manager will hire Ad-Hoc Systems Ltd. for the use of the above listed packages. The client assumes all risk and the liability for any damage to the technical equipment during the rental of the equipment for the purpose of their event.

2. PROCEDURES

- 2.1 Upon request, the Event Project Manager of the City will ascertain the availability of the requested premises on the requested date.
- 2.2 If available; the user must then complete this application form, and submit together with the administration fee and the full rental fee (if applicable), to the City at the earliest possible time. Applications must be submitted 3 weeks prior to the function date.
- 2.3 **No booking will be confirmed until all items in Nos. 2.2 (above) have been received by the City. Any organization with an outstanding balance with the City will not be given a confirmed booking until the balance has been paid. Written notification will be supplied by the City upon confirmation.**
- 2.4 Additional charges, if any, will be billed up to thirty (30) days after the function.
- 2.5 For any event taking place on City Hall Steps/Grounds, including but not limited to; announcements, proclamations, ceremonies or openings, especially where dignitaries will be present, the Mayor is required to open the event. As a matter of protocol the Town Crier will also be required as per Nos. 1.2 (in previous section).

3. OTHER INFORMATION

- 3.1 A tent(s) may be erected during the day of the rental, and other equipment, such as staging, sound equipment, tables and chairs, may be brought in. **No permanent fixtures should be installed nor affixed to or on City property without written consent from the City Engineer.** Nothing may be set up before the day of the rental without prior permission from the Event Project Manager. All equipment must be removed at the end of the event. The City reserves the right to remove any items left over time, and to dispose of the items or charge the renters accordingly.
- 3.2 Amplification, if used, must be kept to the lowest possible level. Some power sources are available, upon advance notice.

- 3.3 Corporate events, promotions and religious services are not permitted on the grounds/steps of City Hall as per our policies.
- 3.4 The Corporation does not permit helium-filled balloons to be given away, sold or used in any decorative manner on or in any City street, sidewalk, park or any other Corporation property.

4. RESPONSIBILITIES OF RENTERS

- 4.1 Those renting or using City property will be responsible for any personal or property damage that may result from the gathering.
- 4.2 Those renting or using City property will be responsible for leaving the premises in a clean and tidy condition. In some cases, users will be responsible for garbage removal; in other cases, arrangements must be made with the City's Sanitation Department for a special trash pick-up, or to provide additional trash receptacles.
- 4.3 If, in the opinion of the City, the event is large enough, the organizers will be required to provide security services for their function or event, and details of such security arrangements must be provided on the attached Information Sheet. If you require the City Hall building to be open for the duration of your event, security will need to be arranged through the Event Project Manager and the renter will be billed accordingly.
- 4.4 If organizers or sponsors have hired caterers, rental companies, technical companies, etc, the organizer or sponsor is responsible for ensuring that those they hire or those that work with them are fully informed of these Terms and Conditions.

5. FOOD VENDORS

- 5.1 All food vendors are required to obtain a permit from the City before they set up on any City property. Peddlers permits required to sell on the roadsides outside the City are NOT valid within City limits.
- 5.2 The preparation and/or sale of food and beverages is not permitted at any City property, without first applying to the City for, and receiving, a special vendor's permit. Food vendors also require a Health Department permit. No barbecues are permitted, except by prior approval of the City.
- 5.3 Alcohol (consumption/sale) is not permitted without prior consent and provision of a liquor license.

6. POSTPONEMENTS, CANCELLATIONS

- 6.1 If an event is cancelled up to three (3) weeks prior to the scheduled date, the fee (if applicable) will be refunded. If an event is cancelled less than three (3) weeks prior to the scheduled date, no refunds will be made. If an event is postponed and re-scheduled for a later date within four (4) weeks, the fee (if applicable) will be credited toward the payment of the event date. (Note: if weather forces a last-minute cancellation, a refund may be considered, upon application by the renter).

7. **INCLEMENT WEATHER OPTION**

7.1 For those renting City Hall Steps only, the Foyer may be used as an alternate location in the case of inclement weather at no additional costs.

7.2 Those renting City Hall Grounds may secure the Foyer to use as an alternative location in case of inclement weather. A non-refundable deposit, together with a letter of request, must be submitted to the Events Project Manager. If the space is actually used, the deposit will be applied towards the full rental cost and the relevant application form policies and rates will apply.

8. **SAFETY PROCEDURES**

8.1 For activities where large numbers may be expected to attend, special health, safety and security precautions must be put in place. These may include, but not be limited to, the following: St. John Ambulance Brigade or other EMT's on stand-by in the area; security services; fire service presence; additional police presence etc.

8.2 Organizers may be asked to provide evidence of public liability insurance to an amount that the City deems adequate for the size and type of event planned.

INFORMATION FORM FOR RENTAL/ USAGE OF CITY HALL GROUNDS

(Please Print Clearly or Type)

This document is applicable to the rental/usage of the following;

- City Hall Steps City Hall Front Lawn Nellie's Walk

Rental of Technical Equipment:

- Small Medium Large

Please select all which apply

Note: The open spaces are public places, and users cannot be guaranteed exclusive use at any time. Efforts will be made to avoid conflicts in scheduling, however.

CONTACT INFORMATION:

Organization (if applicable): _____

Charity Number (if applicable): _____

Name of Applicant: _____

Address: _____

Mailing address (if different): _____

Tel No. Home: _____ Work: _____ Cell: _____

E-mail: _____

FUNCTION/EVENT INFORMATION:

Name/Type of function: _____

Date(s) of Function/Event: _____

Start time of Event: _____ End time of Event: _____

Set up Times: _____ Break down Times: _____

Brief Description: _____

Expected Number of Attendees: _____

List of Expected dignitaries: _____

Initials ____

REQUIREMENTS: (Rental fee includes electricity where available. Some barriers can be rented from the City.)

Is the Mayor & Town Crier required to open your event? Yes No

Will you require use of the podium? Yes No

Electricity _____
(For what and for how long)

Barriers _____
(How many and where?)

Sound System _____
(Describe? Who is setting up?)

Staging _____
(Describe? Who is setting up?)

Lighting _____
(Describe? Who is setting up?)

Tent or Marquee _____
(Rented from Whom? Type? Dimensions?)

Rental Companies _____
(Describe? Who is providing?)

Media attending _____
(Please list all news outlets that will be in attendance)

SECURITY/SAFETY: Please provide details of your security arrangements and if the event or function is to be held in an enclosed area, please provide an emergency evacuation plan.

Public Liability Insurance: For events likely to attract large numbers of people, please provide details of your public liability insurance coverage: e.g. name of insurer, amount of insurance, etc.

CHECKLIST: (Please circle the relevant response)

***Required, please attached documentation to this form**

- Confirmed Media attendance YES* / NO, PENDING
- Confirmed/Executed Marketing Plan YES* / NO, PENDING
- Health Department Permit – Food service YES / NO, PENDING / NOT REQUIRED
- Public Liability Insurance YES / NO, PENDING / NOT REQUIRED
- Initial all 8 pages of Application Form REQUIRED ON ALL APPLICATIONS

Please provide any other relevant information that we should know about your function/event:

Initials ____

AGREEMENT FOR RENTAL/ USAGE OF CITY HALL GROUNDS

I, the undersigned, do hereby agree to the following terms and conditions for renting and using the City Hall Grounds:

- 1. I have read, understood, and agreed to comply with the information entitled "Terms and Conditions for Rental/Usage of City Hall Grounds".
- 2. I understand that a booking to use any City premises will not be confirmed by the City until (a) the rental fee (if applicable) is paid in full, and (b) the Application Form is completed and submitted.
- 3. I agree to be responsible for all liability that may arise as a direct result of our activity in/on the City premises.
- 4. I agree to be responsible for any damage occasioned by our use of these premises.
- 5. I agree to be responsible for any damage occasioned by our use of the Technical Equipment and agree that Ad-Hoc Systems Ltd. may bill us directly for the damages occurred.
- 6. I undertake to be responsible for ensuring that the total amount due (if any) to the City of Hamilton, as a result of our use of City premises, is paid in full within thirty (30) days of receipt of an invoice at the completion of the rental period.
- 7. I undertake to put into place all necessary safety and security precautions relevant to our event, and/or to implement any safety and security precautions required by the Police and/or the Corporation of Hamilton.

Print Name: _____

Signature: _____ **Date:** _____

Please mail or deliver the completed application and deposit to:

Event Project Manager		Event Project Manager		Tel: 292-1234 ext. 219
City of Hamilton	or	City Hall, Ground Floor	or	Fax: 292-6918
P. O. Box HM 1175		17 Church Street		Email: events@cityhall.bm
Hamilton HMEX		Hamilton HM 11		

Office Use Only

Deposit Paid \$ _____ Method of Payment. _____

APPROVED / DENIED Date: _____ Initials _____

Initials ____