



# City Hall Auditorium Rental Terms, Conditions and Contract

This agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20

BETWEEN

\_\_\_\_\_  
(hereinafter called the "Renter")  
Party of the First Part

AND

**The Corporation of the City of Stratford**  
(hereinafter called the "City")  
Party of the Second Part

**WHEREAS** the City has an Auditorium in its building at City Hall, 1 Wellington Street, Stratford, which it is willing to rent to the Renter upon the terms and conditions hereinafter set out;

## RENTAL OF THE CITY HALL AUDITORIUM

The City Hall Auditorium is located on the Main Floor of City Hall, 1 Wellington Street, Stratford. City Hall is an accessible, heritage building located in the heritage conservation district of downtown Stratford. City Hall is a multi-use building and the Auditorium is not sound proof.

**This Agreement Witnesseth** that in consideration of the Terms and Conditions herein set out, the Parties hereto agree as follows:

### 1.0 GENERAL PROVISIONS

- 1.1 No application to rent the Auditorium shall be approved which will interfere with the day-to-day operations of City Hall, including public access, maintenance or renovations.
- 1.2 The Renter and users of the Auditorium shall behave in a responsible manner.
- 1.3 No person under the age of 18 shall rent the Auditorium or be the signing authority.
- 1.4 The Renter is responsible for any damage or injury capable of giving rise to cause of action consequent on its occupation and specifically acknowledges that crowd control is its responsibility.
- 1.5 The Renter shall make full restitution for any damages or injury arising out of its occupation of the Auditorium.
- 1.6 The Renter acknowledges that smoking is not permitted in any part of the City Hall building.
- 1.7 The Renter acknowledges that the City provides chairs with the rental of the Auditorium. Any other equipment needed by the Renter, including, but not limited to, sound system, public address system, and audio-visual system is the responsibility of the Renter and requires prior City approval.
- 1.8 The Renter agrees that if a piano or similar musical instrument(s) is required, that arrangements to have a piano moved in and out of the Auditorium shall be made by the City at the total expense of the Renter. The Renter is prohibited from making his/her own arrangements and further accepts that the City uses professional piano movers.
- 1.9 Schedule A attached hereto, shows the set up for chairs in the Auditorium. The maximum number of persons allowed in the Auditorium is as follows: [Note: capacity seating requires the entire Auditorium floor space]

a)	Licensed functions (Auditorium only)	138
b)	Non-licensed functions:	
	Auditorium – Non-fixed seats	157 (with stairway access to stage)
	- Non-fixed seats	172 (without stairway access to stage)
	Standing only	270
	Balcony – Fixed seating	111

- 1.10 The Renter acknowledges that access to the City Hall Auditorium is available from the Main (front) Entrance of City Hall or the Rear Entrance of City Hall. The Rear Entrance is accessible to persons with disabilities and provides access to the elevator. The doors will be opened 30 minutes prior to the event (if the event is starting after City Hall hours of 8:30 a.m. to 4:30 p.m. Monday to Friday, excluding holidays) and will be left open for 15 minutes after the start of the event, then the door will be re-locked. It is the responsibility of the Renter to monitor the Rear Entrance access to allow access after the Rear Entrance is locked.
- 1.11 The Renter agrees that use of the Auditorium for set-up and take-down by the Renter shall be considered additional rental times and rental fees applicable will be charged to the Renter. Set-up and take-down shall take place after regular City Hall hours (8:30 a.m. to 4:30 p.m. Monday to Friday) unless approved by the City in advance. Any approval granted by the City may be cancelled or revoked at any time and cessation will take effect immediately, when requested.
- 1.12 The Renter acknowledges that the City will endeavour to ensure that the heating and air conditioning systems are adequate to Renters; however, the City shall not be responsible should the temperature in the Auditorium be less than adequate.
- 1.13 The Renter agrees that where additional climatization (heating, air-conditioning) is required, other than normal and in addition to the actual rental times, it shall be at the Renter's sole expense. The City shall determine the costs for the additional climatization and the operation thereof shall be administered by the City. Prior approval of the City for additional climatization is required.
- 1.14 The Renter agrees that:
- a) all Terms and Conditions as set out herein shall be binding upon the Renter, their respective heirs, successors and assigns;
  - b) the Auditorium is not available for use on Christmas Eve, New Year's Eve and the following identified holidays: New Year's Day, Christmas Day, Good Friday and Easter Monday;
  - c) notwithstanding b) above, the Auditorium is not ordinarily available on other holidays when City Hall is closed to the public, but if a request for rental of the Auditorium is made for a holiday not identified in b) above, that request is subject to custodian availability and the rental fees are doubled;
  - d) rental of the Auditorium shall not entitle the Renter, its employees, agents or anyone attending an event at the Auditorium to parking privileges, except as available to the public. There is a three-hour parking limit at the metered spaces in the downtown, including municipal parking lots. Free parking all day and evening is available at the St. Patrick Street Lot (Cooper Lot); and
  - e) ticket sales and/or tickets issued shall not exceed the maximum number of allowable seats in the Auditorium and the City shall determine this number at its sole discretion. The City shall not be liable nor shall it pay any compensation to the Renter or to ticket holders who are not able to be seated at an event because of excess tickets sold or issued.
- 1.15 The Renter is responsible for advertising or promotion of any authorized event at the Auditorium, including the selling of tickets. The City does not provide these services. Certain promotional services may be available by contacting the Tourism Office at 47 Downie Street. Advertising posters, stickers, etc. shall not be attached to the building or walls.
- 1.16 The Renter agrees that all persons must be out of the facility by 11:30 p.m.
- 1.17 The Renter agrees to vacate the premises within 30 minutes of the termination of the function for which the Auditorium is rented or by 11:30 p.m. at the latest. The Auditorium Custodian shall be the last person to leave the building.
- 1.18 The Renter cannot assign, transfer, convey, sublet or otherwise dispose of the permission granted by the City for the use of the City Hall Auditorium.

- 1.19 The City assumes no responsibility for loss of revenue due to mechanical breakdown or acts of God.
- 1.20 The renter agrees that at least 5 days notice be given if wireless internet connection is required.
- 1.21 The renter agrees that should the PA system be needed a \$125.00 re-fundable deposit is required at the time of booking.
- 1.22 Signs are permitted on City Hall only in accordance with the following provisions:
- A maximum of two signs be displayed that must be positioned in the designated spaces on either side of the front door for a maximum period of 14 days;
  - That the signs be a maximum size of 4 feet by 8 feet which would allow them to affix to the existing fasteners;
  - That the individual/group requesting permission to display their sign/banner must apply for a minor variance to the Sign By-law and for a sign permit, if necessary;
  - That the banner/sign shall not advertise commercial enterprises or logos and the content must be restricted to those advertising special municipal events or other matters of municipal interest within the City of Stratford;
  - That the content of each banner/sign must be reviewed and approved by City Council;
  - That the installing and removal of the banner be done by a contractor approved by the Director of Engineering and Public Works or designate;
  - That banners or signs cannot be displayed over the front door of City Hall.

## **2.0 PROHIBITED USES AND EVENTS**

- 2.1 The City Hall Auditorium shall not be used for the following types of events:
- a) functions which include dancing;
  - b) private parties, private functions or banquets where alcohol is being consumed;
  - c) music concerts, bands or performances where the instrument(s) are amplified during City Hall business hours;
  - d) retail sales events or for commercial or business purposes;
  - e) daytime performances, theatrical productions and rehearsals when City Hall offices are open to the public. (8:30 a.m. to 4:30 p.m. Monday to Friday, excluding holidays);
  - f) any event or purpose which may render the insurance on City Hall void or voidable or which might cause the premiums for such insurance to be increased;
- 2.2 The Renter agrees that when food and beverages are being served as part of the event in the Auditorium, that under no circumstances will the serving and/or consumption of food and beverages be permitted on the Stage, back of Stage, Staircase or in the Balcony.
- 2.3 The Renter agrees that confetti or confetti-like products, cooking equipment, open flames, burning of incense or candles are not permitted in the City Hall building or on the grounds of City Hall.
- 2.4 The Renter agrees that the use of any equipment, device or machine that produces or intends to produce smoke, fog, dry ice effects or any similar effect is prohibited from use in City Hall.
- 2.5 The Renter agrees to abide by the Noise By-law and any other applicable City By-laws and policies.

## **3.0 PRE-RENTAL INSPECTION AND SET UP**

- 3.1 The Renter agrees that prior to the Renter's use of the Auditorium, City Hall staff will conduct a pre-rental inspection with the Renter or an authorized agent. The pre-rental inspection will include the completion of a check-list that will be compared with a post-rental inspection (see Section 9).

Failure to attend the pre-rental inspection shall make the rental of the Auditorium null and void and the City shall not be responsible for any costs or expenses of the Renter.

- 3.2 The Renter agrees to provide a floor plan to the Clerk's Division at least 7 days prior to the start of the rental period. The City agrees to set up the chairs, if necessary, based on the submitted

floor plan. Failure to submit a floor plan for set up will result in chairs being set up as shown on Schedule "A" and no changes will be permitted.

- 3.3 The Renter agrees not to make any alterations to any part of City Hall including, but not limited to, the Auditorium, lobby, Rotunda, stage, balcony, hallways, or stairways. The Renter agrees to leave the said premises, fixtures and fittings in the same condition as found prior to use of the Auditorium.
- 3.4 The Renter agrees not to post or exhibit or allow to be posted or exhibited any signs, advertisements, sandwich board signs, showbills, posters or cards of any description inside the building or on the premises prior to the scheduled event.
- 3.5 Notwithstanding section 3.4, a Renter may request approval from the City's Building and Planning Department to hang exterior signs on either side of the Main Entrance of City Hall using the existing brackets only. The City reserves the right to withhold granting such approval at its sole discretion. If signs are permitted, they will be installed under the supervision of the City and at the sole expense of the Renter. The Building and Planning Department will advise of the size and other restrictions with respect to exterior signs.
- 3.6 The Renter agrees not to install any equipment or affix anything to the walls, floors, stage, ceiling, balcony, woodwork etc. Taping, stapling, nailing or adhering of anything to the stage, balcony, walls, floors and woodwork is strictly prohibited.

#### **4.0 EMERGENCY PROCEDURES**

- 4.1 The Renter agrees that it is his/her responsibility to ensure that all persons attending the event are familiar with the emergency procedures set out in Schedule "B" attached to and forming part of this Agreement.
- 4.2 The Renter agrees to keep all halls and doorways clear of obstructions. All doors leading into stairwells in City Hall must not be obstructed in any way. Emergency exits are marked and shall be kept clear of all obstructions.

#### **5.0 SUPPLEMENTARY STAGE LIGHTING**

- 5.1 The Renter shall not use the supplementary stage lighting unless operated by a competent, qualified lighting technician and subject to prior approval of the City. The supplementary stage lighting must be returned to its original state and location immediately after the event.
- 5.2 The Renter agrees that the qualified lighting technician using the system shall follow all applicable safety laws and use appropriate safety equipment.
- 5.3 The Renter agrees to pay a fee to the City, should the supplementary stage lighting not be returned to its original state/location.
- 5.4 The Renter agrees to pay the cost for rental equipment to the City of Stratford should equipment need to be rented to facilitate any change to the supplementary stage lighting. Rented equipment must be used by a person with elevated work platform training and fall arrest protection training.

#### **6.0 OTHER ROOMS OR AREAS**

- 6.1 The Renter agrees that no other rooms or areas of City Hall are to be used by the Renter unless requested in the Application and approved by the City in writing. The Renter acknowledges that such approval shall not be given where it will interfere with the operations and functions of City Hall and such approval shall be at the sole discretion of the City. The Renter acknowledges that employees, agents, and contractors of the City will continue to have the right of access to these other rooms at all times.
- 6.2 The Renter agrees that there are no kitchen facilities available with the rental of the Auditorium.

#### **7.0 TAXES AND SOCAN TARIFFS**

- 7.1 The Renter agrees to comply with all applicable federal and provincial requirements including, but not limited to, the *Retail Sales Tax Act* of the Province of Ontario, the *Goods and Services Tax Act* of the Government of Canada and the *Liquor Licence Act* of Ontario.
- 7.2 The Renter acknowledges that SOCAN (Society of Composers, Authors and Music Publishers of Canada) is a performing right society which authorizes the public performance of musical compositions under the terms of the *Copyright Act*. The Renter agrees to pay all applicable SOCAN license fees directly to SOCAN in accordance with SOCAN Tariff No. 8 and any successors

thereto, for events with live and/or recorded music including events such as performances, assemblies, receptions and parties.

## **8.0 INSURANCE**

Liability insurance for your protection is not provided under this rental contract with the City. In the event of injury to, or destruction of person or property, you will be held liable. Contact your insurer to ensure that your liability insurance is adequate for the use of the Auditorium.

- 8.1 The Renter agrees to obtain liability insurance coverage on a form of coverage issued by an insuring company acceptable to the City, which names 'The Corporation of the City of Stratford' as an additional named insured and contains a Cross Liability Clause. Liability insurance coverage of at least \$2,000,000 per occurrence is required for all functions.
- 8.2 The Renter shall provide the City, at least 7 days before occupying the Auditorium, with the insurance certificate showing the required insurance coverage. Failure to provide the insurance certificate as required will result in the cancellation of the Contract by the City and no refunds will be provided.
- 8.3 The Renter agrees that the City shall not be liable for any damage to any property or other effects of the Renter or its employees or agents, nor shall the City be liable or responsible for any loss of property from or on the said facilities, however occurring. Agents include caterers, music and/or entertainment providers and any sub-contractors.

## **9.0 POST-RENTAL INSPECTION**

- 9.1 The Renter, or his/her authorized agent, agrees to meet with City staff immediately after removal of any equipment, props etc., utilized in conjunction with the event for a post-rental inspection. The post-rental inspection is based on the pre-rental inspection (see Section 3.0).
- 9.2 As part of the post-rental inspection, the supplementary stage lighting will be checked to ensure it was returned to its original state and location immediately after the event.
- 9.3 The Renter acknowledges and agrees that failure to meet with City Hall staff shall result in the post-rental inspection being conducted in his/her absence.
- 9.4 The Renter agrees that any damages identified in the post-rental inspection shall be the sole responsibility of the Renter and further agrees to pay all damages to the City immediately upon receipt of invoice.

## **10.0 FEES, DEPOSITS AND CHARGES**

- 10.1 The Renter agrees to pay all Rental Fees in accordance with the fee structure set out in Schedule "C" attached hereto. All fees are payable to 'City of Stratford' by interac, cheque, cash or money order and are subject to applicable taxes. All fees are also subject to an annual increase based on the previous year's Consumer Price Index (All Items), rounded to the nearest dollar. The Rental fees to be paid are the fees in effect at the time the event is held and not necessarily those in effect at the time of booking.
- 10.2 The Renter shall pay the Booking Fee and a 10% deposit of the approximate rental fee at the time of submitting an application to the City Clerk's Office. Failure to submit the Booking Fee and portion of the rental fee shall be considered an incomplete application and the booking shall not be accepted by the City.
- 10.3 The amount of actual rental fees and charges shall be finalized by the City after the event and an invoice prepared.
- 10.4 The Renter agrees that the balance of any fees shall be paid in full upon receipt of invoice. A service charge of 1.25% per month shall be added to all overdue accounts.
- 10.5 The Renter acknowledges and agrees that the City will not waive any fees or charges for use of the Auditorium where the event is over, but the Renter's equipment is still in the Auditorium.

## **11.0 CANCELLATIONS**

- 11.1 The Booking fee and deposit are non-refundable unless the event is cancelled by the City. The City reserves the right to cancel this rental agreement at its sole discretion. The Renter shall notify the City of any cancellation at least 7 days prior to the scheduled event.

- 11.2 The Renter acknowledges that cancellation by the City for reason of breach of any of the provisions of these terms and conditions by the Renter or any of its members or associates, or by persons in attendance associated with the event, may result in expulsion or eviction of any or all persons from the said premises, at the discretion of the City or its employees, or authorized agents and all fees/deposits paid shall be forfeited by the Renter.
- 11.3 The City reserves the right to oversee the function being held and, if in its sole and absolute discretion, the conduct of the Renter or any person admitted by the Renter is not proper and is not in good taste, the City shall have the right to request the Renter to discontinue its function and vacate the premises or to request any person or persons to vacate the premises and the said request shall be promptly carried out.

## **12. ALCOHOL RISK MANAGEMENT POLICY**

### **PURPOSE**

The Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use City facilities. By reducing the potential for alcohol related problems, the City of Stratford reduces the risk of injury and death, reduces the level of liability it may be exposed to while increasing the general user's enjoyment of the facilities.

### **AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED**

The *Liquor Licence Act* of Ontario prohibits the consumption of alcohol in public places unless a liquor licence or permit has been obtained.

### **AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL**

The following facilities and areas are currently designated for alcohol use under the authority of a liquor licence or permit.

1. City Hall Auditorium, **excluding** the Balcony and Stage Area

### **CONDITIONS FOR LIQUOR LICENCE OR PERMIT**

A Renter who wishes to serve alcohol at a designated site must obtain a liquor licence or permit from the Alcohol and Gaming Commission of Ontario (formerly Liquor Licence Board of Ontario). The Renter must ensure that all the conditions of the *Liquor Licence Act* and this policy are adhered to at the event. The Renter must be aware of the conditions under which alcohol may be served and must notify the City of such an event at least 21 days prior to the event. The City reserves the right to deny approval to sell and/or serve alcoholic beverages on its premises.

The Renter must ensure that the servers of alcoholic beverages have taken a server training program (i.e. Server Intervention Program or Smart Serve). Proof of server qualifications must be provided to the City two (2) weeks prior to the event. Failure to provide proof of certification shall result in the immediate cancellation of the City's permission to serve alcoholic beverages and the Renter shall immediately remove all alcoholic beverages from the building.

All such Renters are required to adhere to the following conditions:

#### **12.1 Control**

- 12.1.1 The Renter agrees that only liquor, beer or wine authorized by a valid permit may be brought into the building. The Renter acknowledges that there is no beer/wine handling or storage equipment in the building.
- 12.1.2 The Renter agrees that no persons under the age of 19 years shall be admitted to an event held under the authority of a liquor licence unless the Renter has specified in its application that it intends to admit persons under the age of 19 years. The Renter will accept only an Age of Majority card, a valid photo driver's licence, or a valid passport as identification for alcohol purchase or consumption.
- 12.1.2 Rowdy or intoxicated individuals will be refused entrance to City Hall.
- 12.1.3 Non-alcoholic beverages must be made available and shall be served in different containers than alcoholic beverages and beer.
- 12.1.4 The City may request monitors (i.e. off-duty police officers and/or auxiliary officers) to be hired, at the expense of the Renter, for functions of 200 participants or more. Monitors will supervise the event, encourage legal and moderate drinking behaviour, ensure that the physical setting is safe for the participants and ensure that any problems that arise are dealt with appropriately.

12.1.5 The monitors, bartenders and servers must refrain from consuming alcohol during the event while they are serving, and must not be intoxicated before or during the event.

12.1.6 The Renter and facility management, where applicable, will be responsible for determining when assistance is needed and requesting it from appropriate authorities.

## 12.2 **Sale of Alcohol**

12.2.1 When tickets are sold for alcoholic beverages, there will be a limit of four (4) per person that shall be imposed at the beginning of the last hour.

12.2.2 Ticket prices must be posted and adhered to for the duration of the function.12.2.3  
The Renter may refund any unused tickets at any time during the event.

## 12.3 **Non-Alcoholic and Food Options**

12.3.1 Non-alcoholic beverages must be available and shall be served in different containers than alcoholic beverages and beer.

12.3.2 A sign will be posted identifying the non-alcoholic beverages available at the event.

12.3.3 The Renter must provide food for the participants.

## 12.4 **Accountability**

12.4.1 The Renter shall post the liquor licence or permit. [DO NOT tape the licence/permit to any painted surfaces/walls. Check first with the City Hall Custodian]. A copy of the liquor licence or permit must be provided to the City upon request.

12.4.2 Prior to the event, the Renter must obtain a certificate of liability insurance in the amount of two million dollars per occurrence.

## 12.5 **Safe Transportation**

12.5.1 The Renter shall be responsible for promoting safe transportation options for all participants consuming alcohol. Examples of safe transportation options are:

- a) designated drivers provided by the sponsoring group and/or selected from non-alcohol consuming participants at the event;
- b) access to telephone for taxis.

## 12.6 **Other**

12.6.1 The municipality or its agents reserves the right to introduce other conditions from time to time at its discretion.

**The risk of liability is especially high when an impaired driver leaves an alcohol related event. Event organizers assume responsibility of providing safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.**

## **ENFORCEMENT PROCEDURES FOR POLICY VIOLATION**

### 12.7 **Areas Where Alcohol is Permitted**

12.7.1 A violation of this policy occurs when the Renter fails to comply with the conditions of the *Liquor Licence Act of Ontario* or this Alcohol Policy. Participants, the municipality and city staff, local authorities and an Inspector of the Alcohol and Gaming Commission of Ontario may intervene if there is a policy violation.

12.7.2 The Renter or designate, or the designated monitor, may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Renters or designates, and monitors should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and could lead to legal charges.

12.7.3 The municipality and city staff will take steps to ensure the policy violation stops. Depending upon the severity of the policy infraction, the Renter may be asked by the municipality to stop the violation or they may be closed down. Should the Renter fail to comply, the police may be called for enforcement.

12.7.4 Where the Renter has violated this alcohol policy, and has been notified of the violation, they may receive a registered letter advising of the violation, and indicating that no

further violations will be tolerated. Some violations are serious enough to warrant immediate shutdown or denial of access. This decision may be made by the Liquor Licence Inspector, police or at a Council representative's discretion. Depending upon the severity of the infraction, charges may be laid under the *Liquor Licence Act* of Ontario or any other relevant legislation.

**In order not to penalize other responsible organizations and individuals from using facilities, violators of this policy should be isolated and prevented from using our facilities in order to continue to reduce liability and risk exposure of this Corporation. The A.G.C.O. has the authority to refuse to issue Special Occasion Permits for a particular premise if there has been evidence that the laws have been violated during the event.**

IN WITNESS WHEREOF the parties hereto have set their hands.

As the Renter or the authorized representative of the Renter, I have read, understand and will observe these Terms and Conditions under which this Rental Application is being made and I hereby accept full responsibility for the obligations stated herein, including all fees and charges.

Name of Renter: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Personal information collected on this Application is collected by The Corporation of the City of Stratford and will be used by city staff to review applications for rental of the City Hall Auditorium and for statistical purposes. Questions about the collection and use of the personal information and the *Municipal Freedom of Information and Protection of Privacy Act* may be referred to the City Clerk, P.O. Box 818, Stratford ON N5A 6W1 or by telephoning 519-271-0250, ext. 235.

The Corporation of the City of Stratford

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

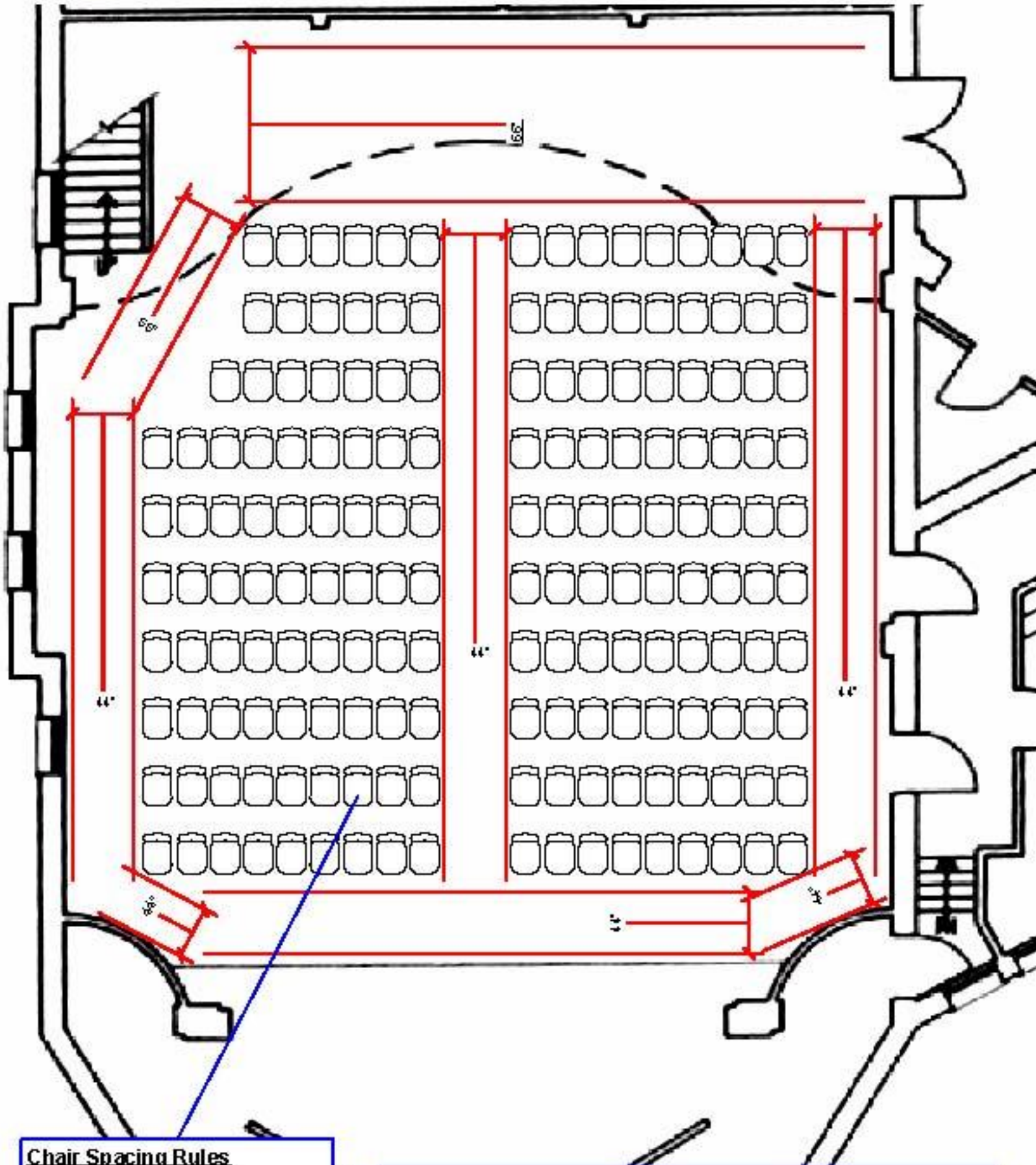




# City of Stratford

Auditorium  
Seating Layout

7/28/2005



## Chair Spacing Rules

- 1) Each Occupant Requires  $3/4\text{m}^2$  of Floor Space
- 2) 22" Required Between Back Leg of Chair & Front Leg of New Chair

**172 Chairs Max without Stairway Access to Stage**

**157 Chairs Max with Access to Stage**

# City Hall Auditorium Terms and Conditions

## Schedule "B"

### EMERGENCY PROCEDURES

In case of fire or other emergency:

- sound the fire alarm
- leave the building immediately via the nearest exit
- use exit stairways to leave the building – DO NOT USE THE ELEVATOR
- if you encounter smoke or fire in a stairway, re-enter a floor area and use an alternate exit
- close every door you pass
- call 911 to report the fire or other emergency (never assume this has been done). The operator will dispatch the Stratford Fire Department and other emergency services. The address of Stratford City Hall is 1 Wellington Street, Stratford
- remain calm
- DO NOT re-enter the building once you have left the building until it is declared safe to do so by a Fire Official at the scene.
- if you encounter smoke in the stairway, re-enter a floor area and use an alternate exit.
- If doors are encountered on the way to any exit, feel door knob for heat before opening. If you feel air pressure or hot draft, close door quickly and proceed to an alternate exit.

### FIRE EXTINGUISHMENT – CONTROL OR CONFINEMENT

This is primarily the responsibility of the Stratford Fire Department. The production of toxic fumes in building makes fire fighting potentially dangerous, particularly if a large amount of smoke is being generated.

**If unfamiliar with the operation of a fire extinguisher do not attempt to use one. Fire extinguishers are for use by trained personnel only.**

Only after ensuring that the alarm has been raised and the Stratford Fire Department has been notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. If it cannot be easily extinguished, leave the area and confine the fire by closing the door.

Fire extinguishers are not designed to be used on large or spreading fires. Even on small fires, they are effective only under the following conditions:

- The extinguisher must be rated for the type of fire being extinguished.
- The extinguisher must be large enough for the fire at hand.
- The extinguisher must be in good working order, fully charged and within easy reach.
- The operator must be trained in the proper use of the extinguisher.

Only fight a fire if:

- The fire is small and not spreading.
- Occupants have been alerted.
- Everyone has left or is leaving the building.
- The Stratford Fire Department has been contacted.
- You have a clear escape route that is not blocked by fire.
- You know how to operate your extinguisher and are aware of its capabilities.

## CITY HALL AUDITORIUM RENTAL INFORMATION

Complete all sections (please print legibly or type)

<b>ORGANIZATION'S NAME</b>			
<b>APPLICANT'S NAME</b>			
<b>ADDRESS AND POSTAL CODE</b>			
<b>TELEPHONE NUMBER</b>	Day	Evening	
<b>FASCIMILE NUMBER</b>			
<b>TYPE OF EVENT</b> [circle all appropriate events]	Meeting	Musical Rehearsal	Musical Performance
	Reception	Theatrical Rehearsal	Theatrical performance
	Other: [specify] _____		
<b>DATE &amp; TIME OF RENTAL</b>			
<b>START TIME OF EVENT</b>			
<b>NUMBER ATTENDING EVENT</b>			
<b>IS THE SERVING AND CONSUMPTION OF ALCOHOL PART OF THIS EVENT?</b>	Yes	<b>IS THE SERVING AND CONSUMPTION OF FOOD AND/OR NON-ALCOHOLIC BEVERAGES PART OF THIS EVENT?</b>	Yes
	No		No
<b>PLEASE SPECIFY FOOD AND BEVERAGES IF ANSWERED YES TO EITHER OF THE ABOVE:</b>			

### CHECK ITEMS REQUIRED

<b>Auditorium</b> <input type="checkbox"/>	<input type="checkbox"/> <b>6' Tables – number of</b>	<input type="checkbox"/> <b>Chairs - number of</b>
<b>Balcony</b> <input type="checkbox"/>	<input type="checkbox"/> <b>Supplementary Stage Lighting</b>	
<b>Shakespeare Room</b> <input type="checkbox"/>	<b>Name of Qualified Lighting Technician (QLT):</b>	
<b>Stairs to Stage</b> <input type="checkbox"/>	<b>QLT Telephone # (day):</b>	
	<b>(evening):</b>	

<p><b>You must advise the City 7 days priors to your event. Chairs will be set up auditorium style if no instructions are received. Only City Hall staff shall set up the chairs, if needed</b></p>	<p><b>SET-UP INSTRUCTIONS</b></p>
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### SPECIAL APPROVALS

<p><b>What Special Approvals as stated in these Terms and Conditions are required?</b> [piano, supplementary stage lighting, etc.]</p>	
<p><b>Have these requests been approved by the City?</b></p>	
<p><b>Are additional government approvals required for this event?</b></p>	

### FOR OFFICE USE ONLY

Classification:	Government or Public Agency	Registered Charitable Organization	
Received:	Deposit (10%) Booking Fee	Insurance	
<b>Liquor License displayed at event</b>			

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHEDULE "C"

### The Corporation of the City of Stratford

#### 2014 Auditorium Rental Rates

<b>BOOKING FEE:</b> \$58.52 at time of booking <i>plus</i> <b>DEPOSIT:</b> 10% of estimated rental fee.	<b>RENTAL FEES</b>	
<b>RENTAL PERIOD</b> <b>Monday – Friday</b>	<b>CITY HALL AUDITORIUM</b>	<b>Shakespeare Room (3<sup>rd</sup> Floor)</b>  (Booked only in conjunction with Auditorium)
Monday to Friday between 8:30 a.m. and 11:30 p.m. *Holidays excluded	Booking Fee - \$58.52 plus: \$17.15 per hour (minimum 1 hour)	\$17.15 flat fee
After 11:30 p.m. Monday to Friday	\$116.03 per hour (minimum 1 hour)	\$31.78 per hour (minimum 1 hour)

<b>Saturday and Sunday Rates</b>		
Saturday between 9:00 a.m. and 5 p.m.	\$17.15 per hour (minimum 1 hour)	\$17.15 flat fee
Saturday between 5:00 p.m. and 11:30 p.m., and, Sundays and Holidays between 8:30 a.m. and 11:30 p.m.	\$48.43 per hour (minimum 1 hour)	\$17.15 flat fee
After 11:30 p.m.	\$116.03 per hour (minimum 1 hour)	\$31.78 per hour (minimum 1 hour)

Wireless Internet	\$52.46 per day
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No Charge for Government and Public Agencies for bookings Monday to Friday and day-time on Saturdays.

All rates are subject to applicable tax. All rates are also subject to an annual Consumer Price Index increase.

Registered Charitable Organizations receive a 20% discount and must provide their charitable registration number.

Effective January 1, 2014



**APPLICATION FOR USE OF CITY PORTABLE SOUND SYSTEM  
CITY HALL AUDITORIUM, STRATFORD**

Date(s) of use: \_\_\_\_\_

Name of event: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Name of individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

A re-fundable deposit of \$125.00 is required at the time of booking.

A fee of \$15.00 per day is charged for each day the event organizer has use of the portable sound system and will be invoiced after the event.

I/We acknowledge use of the portable sound system for usage this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Event Organizer

\_\_\_\_\_  
Clerk's Office staff / Custodial staff

**\*\*DAMAGED OR MISSING PA SYSTEM EQUIPMENT WILL RESULT IN REDUCTION/ELIMINATION OF DEPOSIT REFUND AND MAY ALSO RESULT IN ADDITIONAL COSTS LEVIED\*\***

Notice of Collection

Personal information on this form is collected under the *Municipal Act* for the purpose of reviewing the application. Questions regarding this collection and its release under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* should be forwarded to the City Clerk, City Hall, P.O. Box 818, Stratford ON N5A 6W1 or by telephone 519-271-0250 ext. 235 or TTY (519) 271-5241